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# ***Grantor***

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## *User Guide*

Version 2.0  
Updated February 14, 2008

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## Introduction

Grants.gov has been designed to make it easier for organizations to find and apply for more than \$400 billion in federal grants. With electronic access to more than 1,000 grant programs offered by all federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition process.

This user guide has been developed to help you navigate the Grants.gov environment more easily. In it, you'll find an overview of every step of the process.

From getting started and registration to viewing and tracking completed applications, this user guide offers clarification where and when you need it.

## Finding Information about Grants.gov

Grants.gov provides information for federal grant-making agencies in the **For Grantors** section of the website. To access specific information about Grants.gov, simply click **For Grantors** in the left side navigation on any Grants.gov page. This will take you to the **For Grantors** page.

Once on the For Grantors page, you may post grant opportunities, publish and retrieve grant applications and access resources specifically for grant-making agencies. Inform co-workers and constituents about Grants.gov, and receive help to make using Grants.gov easier.

Address <http://www.grants.gov/agencies/agencies.jsp> Go Links »

**GRANTS.GOV**™ Contact Us SiteMap Help Home

Home »

**FOR GRANTORS**

If you are responsible for posting grant opportunities for your organization, this is where you begin. Established agency users can [click here to login](#).

**Adobe Reader 8.1.2 is compatible with Grants.gov**

February 8, 2008

Testing for Adobe Reader version 8.1.2 is complete. Adobe Reader 8.1.2 is now compatible with Grants.gov. Applicants are required to have a compatible version of Adobe Reader installed to apply for grant applications.

The compatible versions of Adobe Reader are available to download for free on the Grants.gov website at:  
[http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp).

For more information on Adobe Reader please visit the [Adobe Reader FAQs](#).

*Please note, not all applications are provided in Adobe Reader, so it is recommended to also have the [PureEdge Viewer](#) installed.*

**Release Notes**

[Click Here to View the Latest Release Notes on 2007 System Service.](#)

Click here to receive our Quarterly "Succeed" e-newsletter

**Quick Links**

**FOR APPLICANTS**

- [Grant Search](#)
- [Grant Email Alerts](#)
- [Get Registered](#)
- [Applicant Login](#)
- [E-Biz POC Login](#)

**FOR GRANTORS**

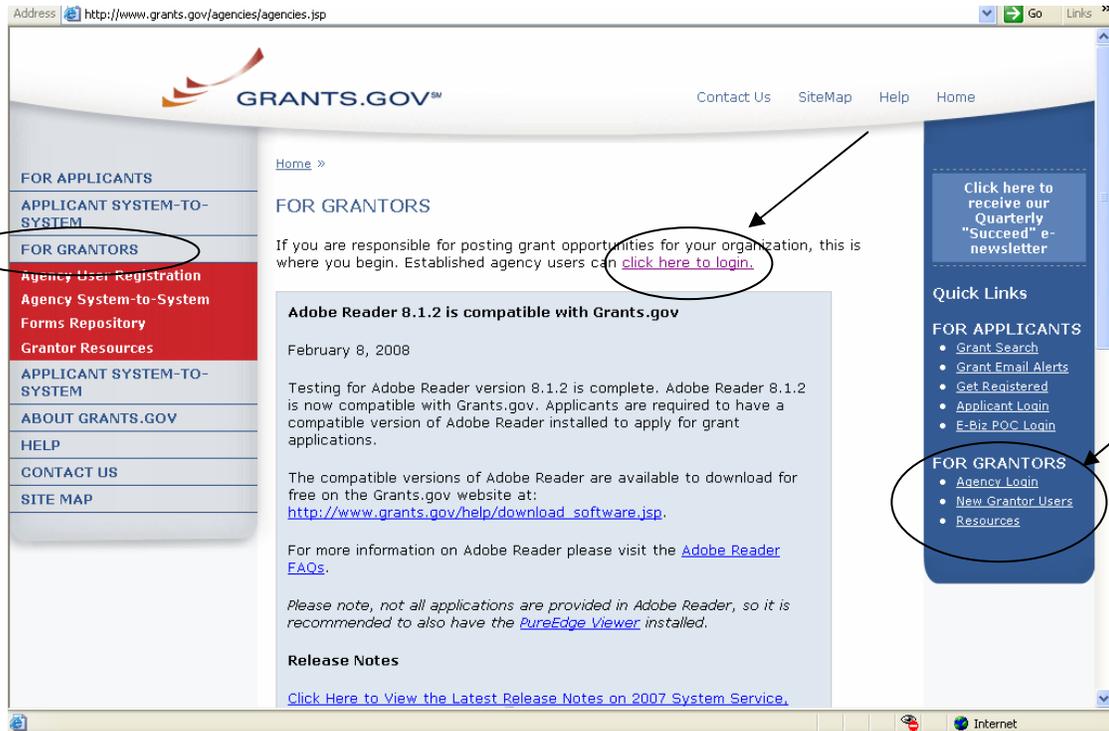
- [Agency Login](#)
- [New Grantor Users](#)
- [Resources](#)

FOR APPLICANTS

FOR GRANTORS

# Posting Grant Opportunities

To **post grant opportunities**, simply click on **For Grantors** in the left side navigation on any Grants.gov page. For established agency users, click the login link at the top of the page, or in the Quick Links right navigation menu.

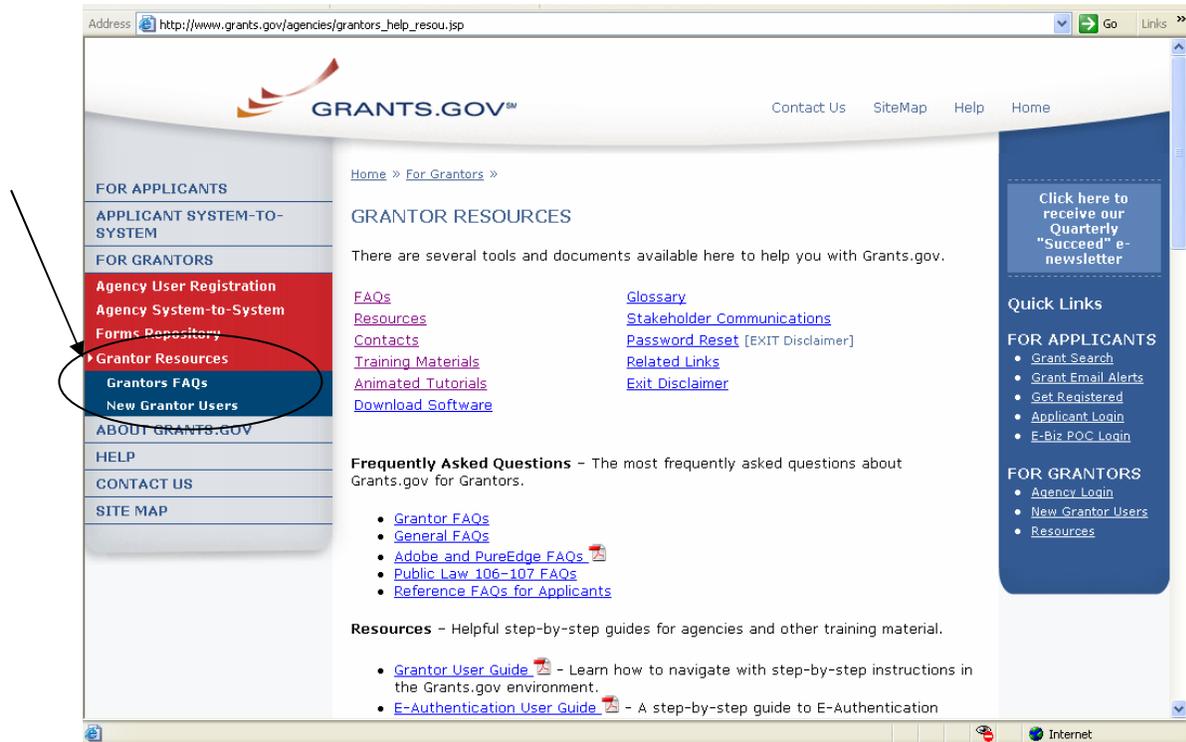


The E-Authentication login page will appear, you will need to login with your username and password to continue.



# Grantor Resources

To view resources specifically for grantors, click on For Grantors in the left side navigation on any Grants.gov page. Then, select **Grantor Resources**, the Grantor Resources page will appear. On this page you will have access to FAQs, training material, animated tutorials, key contacts and other important information.



## Manage Opportunities

To post a synopsis and/or a grant application, you must first create a grant opportunity.

The first step you must accomplish is logging into the system. On the homepage of Grants.gov click on **Agency Login** on the right side of the screen in the Quick Links menu. You will need to have an agency profile set-up and be authorized by your main agency point of contact in order to be able to create grant opportunities.

After you have logged into Grants.gov, you will see a listing of the different roles that have been authorized to you, including Manage Opportunities.

You will be able to create a new opportunity, modify or delete an existing opportunity within the **Manage Opportunities** section. When creating a new opportunity, you will establish the groundwork information that will be used for the creation of your grant opportunity synopses and grant application packages.



The screenshot displays the Grants.gov website interface. At the top, the Grants.gov logo is visible on the left, and navigation links for 'For Applicants', 'About Grants.gov', 'Resources', and 'For Agencies' are on the right. Below these are links for 'Contact Us', 'SiteMap', 'Help', and 'Home'. The main content area is titled 'FOR AGENCIES' and includes a welcome message: 'Welcome to the "For Agencies" section of Grants.gov!'. It also contains instructions for first-time users and a link to 'here'. A sidebar on the left lists various user actions, with 'Manage Opportunities' circled in red and an arrow pointing to it from the left. The browser's address bar at the bottom shows 'Done' and 'Internet'.

# Creating New Grant Opportunities

To post either a synopsis and/or a grant application, you must first create a grant opportunity.

The first step you must accomplish is logging into the system; on the homepage of Grants.gov click on **Agency Login** in the Quick Links menu in the blue box. After you have logged into Grants.gov and selected **Manage Opportunities** from the left-hand side, you will be given a listing of all opportunities currently posted for your agency.

To create a new opportunity, select the **Create Opportunity** button.

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For Applicants About Grants.gov Resources For Agencies  
Contact Us SiteMap Help Home

Welcome, Cynthia Nguyen of GrantsGovAdmin

Home > For Agencies > Manage Opportunities

**MANAGE OPPORTUNITIES**

Create Opportunity Modify Opportunity Delete Opportunity

	Opportunity Num.	Opportunity Title	CFDA Numbers	Contents	Legacy Record
●	0413-KV-9	0413-KV-9	00.000	Synopsis 0 Package(s)	false
●	123	123	00.000	Synopsis 0 Package(s)	false
●	123-123-123	Laura_Marwan	00.000	No Synopsis 0 Package(s)	false
●	EXR-01	GDIT-Test-99	00.000	Synopsis 0 Package(s)	false
●	123-123-123	Laura_Marwan	00.000	Synopsis 0 Package(s)	true
●	123-987	Mary's test		Synopsis 0 Package(s)	true
●	2006-CONT-FEMA	2006 FEMA Continuation	97.083	Synopsis 0 Package(s)	true
●	2007-ABC-123-XYZ	Grantor training test package	16.710	Synopsis 0 Package(s)	true
●	2545454	Boat	20.502	Synopsis 0 Package(s)	true
●	54554	Boat		Synopsis 0 Package(s)	true
●	A_SA_CODE_TEST2_GGA	Grants For Policy-Oriented Rural Health Services Research	93.155	Synopsis 0 Package(s)	true
●	DFDI	DFDI	11.001	Synopsis	true

The Grant Opportunity Property screen will provide the basic properties that you will need to enter for the new Grant Opportunity. These elements include the following: (\* *Mandatory fields*)

The screenshot shows the 'GRANT OPPORTUNITY PROPERTIES' form on the Grants.gov website. The page header includes the Grants.gov logo and navigation links: 'For Applicants', 'About Grants.gov', 'Resources', 'For Agencies', 'Contact Us', 'SiteMap', 'Help', and 'Home'. The left sidebar contains a user profile for Cynthia Nguyen and a list of navigation links: 'Manage Agency User Profile', 'Published Opportunities', 'Applicant Report', 'Organization Report', 'Set Closing Date Limits', 'Submission Report', 'Manage Opportunities', 'Assign Agency Tracking Number', 'Manage Application Package Templates', 'View All Submitted Applications', 'Applicant Audit Report', 'Get Version', and 'Retrieve Submitted Applications'. The main content area shows the form fields for 'GRANT OPPORTUNITY PROPERTIES': 'Opportunity Number:\*' (text input), 'Opportunity Title:\*' (text input), 'Opportunity Category:\*' (dropdown menu with 'Select the Category of this Opportunity'), 'CFDA Numbers:' (text input), 'Synopsis:' (text input with an 'Add' button), and 'Application Packages:' (text input with an 'Add' button').

**Opportunity Number\*:** The Opportunity Number is a number that you choose to identify your grant opportunity within the Grants.gov system. You must enter a number into this section – the system will not self-generate a number for you.

**Opportunity Title\*:** This is the title of your grant opportunity. Your Opportunity Title should accurately reflect the nature of your funding opportunity.

**Opportunity Category\*:** You need to select a category for this particular opportunity. The choices are Discretionary, Continuation, Mandatory or Earmark. If the opportunity falls in between one or more of these choices, please select the option that is closest to the description of the opportunity.

**CFDA Number:** You can enter numerous CFDA Numbers if your opportunity falls under different CFDA programs. This is an optional field. Also, if it is a new program number, you may need to wait for 24 hours after you have entered in this information at the CFDA Catalog before you will be able to post this new CFDA program.

After you have entered this information, you must add either a synopsis or application package in order to have the grant opportunity properties saved.

\*For Mandatory Grants do not post a synopsis, instead only post the application package. Then email the applicant the Opportunity Number of the grant so they can apply.

# Modifying Grant Opportunities

## Manage Opportunities

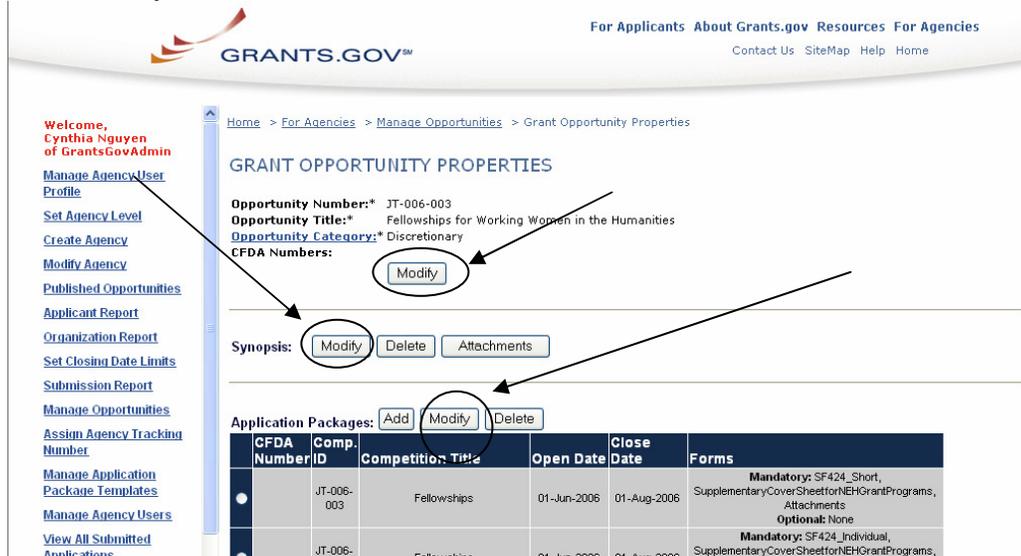
After creating a grant opportunity, it will be listed as one of the available opportunities that you can modify and delete within your agency's **Manage Opportunities** listing.

## Modify Opportunity

To modify a grant opportunity, select the opportunity you wish to modify by clicking on the white circle next to the opportunity and then selecting the **Modify Opportunity** button.



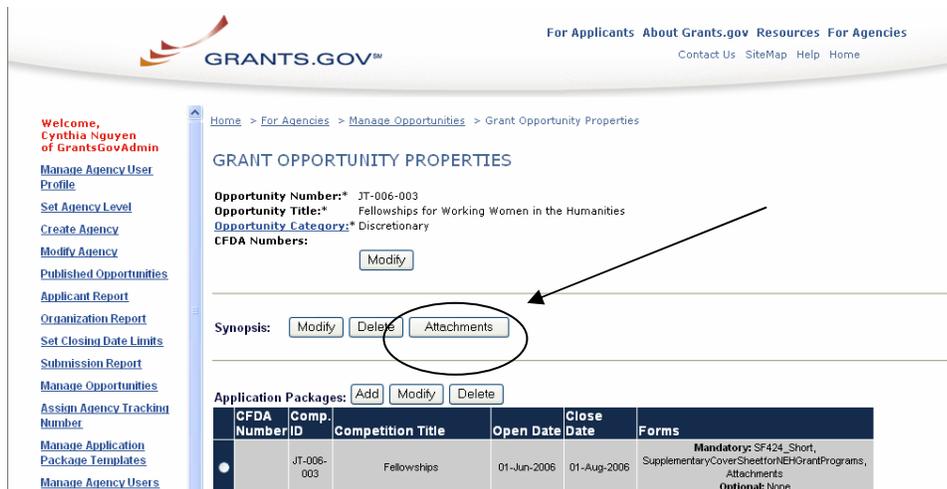
The next screen will allow you to modify the properties of the Grant Opportunity, the Synopsis, the Application Package(s) and Full Announcement Attachments. Just click on the **Modify** button that is under the section you wish to modify.



Also, you will be able to add, for the first time, a synopsis, application package(s) and Full Announcement Attachments if you had not added this previously. The screen below shows you an example of a Grant Opportunity without a Synopsis or Application Package. To add a Synopsis or Application Packages simply click the **Add** button next to the section you would like to add to.



You can also delete the synopsis, application package(s) and Full Announcement Attachments. To add or delete attachments for a synopsis click on the Attachments button. You can only add or delete.



**Please note that if you MODIFY or DELETE any of the existing information, it could impact an applicant's ability to submit an application that was previously downloaded before the modification.** Also, an email will be sent to those applicants regarding these modifications. If you plan to change any of the following, please contact your Grants.gov Agency Program Advisor before you make the modification:

- Grants.gov Opportunity Number, CFDA Number or Forms within the Application Package

# Deleting Grant Opportunities

## Manage Opportunities

After creating a grant opportunity, it will be listed as one of the available opportunities that you can modify and delete within your agency's **Manage Opportunities** listing.

## Delete Opportunities

To delete a grant opportunity, select the opportunity you wish to delete by clicking on the box next to the opportunity and selecting the **Delete Opportunity** button.

The screenshot displays the 'MANAGE OPPORTUNITIES' interface on the GRANTS.GOV website. The page header includes the logo and navigation links. The left sidebar contains a 'Welcome, Cynthia Nguyen of GrantsGovAdmin' message and a list of links, with 'Manage Opportunities' highlighted. The main content area features a breadcrumb trail, a title, and three buttons: 'Create Opportunity', 'Modify Opportunity', and 'Delete Opportunity'. Below these is a table with the following data:

Opportunity Num.	Opportunity Title	CFDA Numbers	Contents	Legacy Record
0413-KV-9	0413-KV-9	00.000	Synopsis 0 Package(s)	false
123	123	00.000	Synopsis 0 Package(s)	false
123-123-123	Laura_Marwan	00.000	No Synopsis 0 Package(s)	false
EXR-01	GDIT-Test-99	00.000	Synopsis 0 Package(s)	false
123-123-123	Laura_Marwan	00.000	Synopsis 0 Package(s)	true
123-987	Mary's test	00.000	Synopsis 0 Package(s)	true
2006-CONT-FEMA	2006 FEMA Continuation	97.083	Synopsis 0 Package(s)	true
2007-ABC-123-XYZ	Grantor training test package	16.710	Synopsis 0 Package(s)	true
2545454	Boat	20.502	Synopsis 0 Package(s)	true
54554	Boat	20.502	Synopsis 0 Package(s)	true

You will receive a confirmation screen when you request to delete an opportunity. This will delete the ENTIRE opportunity and everything that is attached will be deleted. If you just need to delete a portion of an opportunity, refer to the Modifying an Opportunity section.

The screenshot shows the 'DELETE OPPORTUNITY VERIFICATION' screen. It includes a breadcrumb trail, a title, and a confirmation message: 'Please verify that you want to delete this opportunity.' Below this, the following details are listed:

- Opportunity Number: 2545454
- Opportunity Title: Boat
- Opportunity Category: Discretionary
- CFDA Numbers: 20.502

At the bottom, there are two buttons: 'Delete' and 'Cancel'. The 'Delete' button is circled.

If you do want to delete the entire opportunity, select **Delete** and the opportunity will be deleted. An applicant will no longer be able to find the opportunity on the website nor will they be able to submit an application for this opportunity.

## Publishing New Synopses

In order to post a synopsis, you must first create a new grant opportunity. To create a new opportunity click on the **Manage Opportunities** link. On the Manage Opportunities page, click the **Create Opportunity** button at the top of the page. Once you have entered the required information of a new Grant Opportunity, click on **Add** next to **Synopsis**.

You will be directed to the following page.

GRANTS.GOV

For Applicants About Grants.gov Resources For Agencies  
Contact Us SiteMap Help Home

Welcome,  
Cynthia Nguyen  
of GrantsGovAdmin

Manage Agency User Profile  
Published Opportunities  
Applicant Report  
Organization Report  
Set Closing Date Limits  
Submission Report  
Manage Opportunities  
Assign Agency Tracking Number  
Manage Application Package Templates  
View All Submitted

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

GRANT OPPORTUNITY PROPERTIES

Opportunity Number:\*

Opportunity Title:\*

Opportunity Category:\* Select the Category of this Opportunity

CFDA Numbers:

Synopsis:

Application Packages:

When you are on the **Opportunity Synopsis Properties** page you will need to fill out the following forms under **Funding Properties**:

**Instrument Type\***: Select the particular type of funding that represents the grant opportunity. You can highlight more than one option by using either the SHIFT or CTRL key.

**Activity Category\***: These are the high-level categories found in the Catalog of federal Domestic Assistance. You can highlight as many categories as you see fit. If you select **Other**, you will need to add additional information within the Category Explanation regarding your opportunity.

**Category Explanation**: This box becomes mandatory if you have selected **Other** in the **Activity Category** section. If you have not, then this box becomes optional and you may input additional information if needed.



When you continue to scroll down the page you will need to fill out the following:

**Posting Date\*:** This is the date that the opportunity will be posted to the Grants.gov website. If you set the date in the future, the opportunity will not get posted until that date. If you set it for today's date, then the opportunity will be automatically posted today after you publish the opportunity. If you set the post date for the future, any changes and modifications you perform on the synopsis will not be made public. It is only AFTER the synopsis has been posted to the website that all future modifications will be made public.

**Close Date:** This is an optional field, but if you do not enter in a Close Date, you will need to enter information into the **Close Date Explanation** box.

**Close Date Explanation:** This is a mandatory field if you do not enter anything into the above **Close Date** box. Also, you can use this as an optional box if you need to include any other information pertaining to the Close Date.

**Agency Contact\*:** This information is prepopulated by the system and is the user information for whoever is currently logged into the system.

**Email Address\*:** This is also prepopulated by the system and can be overwritten.

**Email Description\*:** Enter text which will be presented as a hyperlink to the email address provided. For example, if you entered "Help Desk", then when the synopsis is published and someone clicks on "Help Desk" it will open up an email with the email address already prepopulated in the "To" field.

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Welcome, Cynthia Nguyen of GrantsGovAdmin

Manage Agency User Profile  
 Published Opportunities  
 Applicant Report  
 Organization Report  
 Set Closing Date Limits  
 Submission Report  
 Manage Opportunities  
 Assign Agency Tracking Number  
 Manage Application Package Templates  
 View All Submitted Applications  
 Applicant Audit Report  
 Get Version  
 Retrieve Submitted Applications  
 Logout of Grants.gov

**Synopsis Dates**

Posting Date: \*  (format: MM/DD/YYYY)  
 Close Date:  (format: MM/DD/YYYY)

Close Date Explanation:  
 \* if no Close Date is provided

**Agency Contact For Electronic Access Problems**

Agency Contact: \*     
 E-Mail Address: \*   
 E-Mail Description: \*

**Opportunity Eligibility Information**

City or township governments  
 County governments  
 For profit organizations other than small businesses  
 Independent school districts

As you continue to scroll down the page you will need to fill out the following in the **Opportunity Eligibility Information** Section:

**Eligible Applicants\*:** Select the eligible groups for this synopsis. Again, you can select more than one group by using the SHIFT or CTRL option.

**Eligibility Explanation:** If you select "Other" as your eligible group, you will need to enter text into this field. Also, if you need to include additional information on the eligibility, you can use this text field to provide that further explanation.

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Welcome, Cynthia Nguyen of GrantsGovAdmin

Manage Agency User Profile  
 Published Opportunities  
 Applicant Report  
 Organization Report  
 Set Closing Date Limits  
 Submission Report  
 Manage Opportunities  
 Assign Agency Tracking Number  
 Manage Application Package Templates  
 View All Submitted Applications  
 Applicant Audit Report  
 Get Version  
 Retrieve Submitted Applications  
 Logout of Grants.gov

E-Mail Description: \*

**Opportunity Eligibility Information**

Eligible Applicants: \*

Eligibility Explanation:  
 \* if Eligible Applicants is Others

**Award Information**

Cost Sharing or Matching Requirement: \*  Yes  No

Expected Number of Awards: \*   
 Estimated Total:

As you continue to scroll down the page you will need to fill out the following in the **Award Information** Section:

**Cost-Sharing or Matching Requirement\*:** This defaults to No; please select Yes if the applicant will need to match some of the provided federal funds.

**Expected Number of Awards:** This is an optional field. If you know this information, please enter a numerical amount into the box. It will only accept numbers.

**Estimated Total Program Funding:** This is an optional field. If you know this information, please enter the total program funding. It will only accept numbers – do not enter a dollar sign, it will be automatically inserted.

**Award Ceiling\*:** Either enter the dollar amount in numbers or write the word “none” into the field. The dollar amount will be automatically formatted, therefore, you will not need to enter a dollar sign or format the number with commas.

**Award Floor\*:** Either enter the dollar amount in numbers or write the word “none” into the field. The dollar amount will be automatically formatted, therefore, you will not need to enter a dollar sign or format the number with commas.

As you continue to scroll down the page you will need to fill out the following in the **Funding Opportunity Description** Section:

**Funding Opportunity Description\*:** Enter a short description (two to three paragraphs) about the funding opportunity. Do not use any special characters or HTML encoding. If you copy and paste text into this box, please review to ensure that the paragraphs have been formatted correctly and any special characters have been removed.

The screenshot shows the Grants.gov user interface. At the top, there is a navigation bar with links for 'For Applicants', 'About Grants.gov', 'Resources', and 'For Agencies'. Below this, there are links for 'Contact Us', 'SiteMap', 'Help', and 'Home'. The main content area is divided into several sections:

- Welcome, Cynthia Nguyen of GrantsGovAdmin:** A personalized greeting with a link to 'Manage Agency User Profile'.
- Published Opportunities:** A list of links for 'Applicant Report', 'Organization Report', 'Set Closing Date Limits', 'Submission Report', 'Manage Opportunities', 'Assign Agency Tracking Number', 'Manage Application Package Templates', 'View All Submitted Applications', 'Applicant Audit Report', 'Get Version', 'Retrieve Submitted Applications', and 'Logout of Grants.gov'.
- Award Ceiling: \*** and **Award Floor: \***: Two input fields for numerical values.
- Funding Opportunity Description:** A large text area for entering the description.
- Funding Opportunity Text Description: \***: A smaller text area for additional text.
- Full Announcement Link:** A section with two input fields: 'Announcement URL:' and 'URL Description:'.
- Archiving Policy:** A section with a paragraph of text explaining the archiving process and three radio button options:
  - Automatic, 30 days after the close date
  - Automatic, on specified date: [input field] (format: MM/DD/YYYY)
  - Manual Archive

As you continue to scroll down the page you will need to fill out the following in the **Full Announcement Link & Archiving Policy** sections:

**Announcement URL:** This is an optional field. Enter the full URL where the full announcement for this opportunity is located. If you do not enter the URL, then you will need to upload the Full Announcement. Refer to the **Attaching Full Announcement/Other Documents** section (Pg 36) for more information. You must enter the full URL, including the "http://" (example: <http://www.grants.gov>)

**URL Description:** If you enter an Announcement URL, you will need to enter text into this field. The text will appear hyperlinked on Grants.gov and the applicant can click on the text to be linked to wherever you have the Full Announcement hosted.

**Archiving Policy:** The Archive Policy is defaulted to be archived 30 days after the close date. There are three options to select from:

- Automatic, 30 days after the close date
- Automatic, on the date that you specify
- Manual Archive – you will need to return back to Grants.gov and manually archive by modifying the synopsis and selecting the option to automatically archive on a specified date – you will need to enter in the date for the archive to occur.

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[View All Submitted Applications](#)  
[Applicant Audit Report](#)  
[Get Version](#)  
[Retrieve Submitted Applications](#)  
[Logout of Grants.gov](#)

**Funding Opportunity Description**

Funding Opportunity Text Description: \*

**Full Announcement Link**

Announcement URL:   
 URL Description:

**Archiving Policy**

Synopsis and associated documents may be scheduled for archiving 30 days after the application's close date, or upon a user-specified date after the later than the posting date, or may be left unscheduled and manually archived later. The latest archiving date chosen for a synopsis or any associated document will become the effective archiving date for the entire document set.

**Archiving Policy:**

Automatic, 30 days after the close date  
 Automatic, on specified date:  (format: MM/DD/YYYY)  
 Manual archive

**Publish:** After you have entered in all the information necessary for your synopsis, select **Publish**. You will be given a confirmation screen that will include all of the information you have previously entered. Review this information and select **Publish** again at the bottom of the screen.

**GRANTS.GOV** For Applicants About Grants.gov Resources For Agencies  
 Contact Us SiteMap Help Home

Welcome, Cynthia Nguyen of GrantsGovAdmin

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > [Grant Opportunity Properties](#) > [Confirm Opportunity Synopsis Properties](#)

**CONFIRM OPPORTUNITY SYNOPSIS PROPERTIES**

Please confirm the opportunity synopsis information before publishing.

**Opportunity Properties**

<b>Opportunity Number:</b>	5555555
<b>Opportunity Title:</b>	Cynthia Test
<b>Opportunity Category:</b>	Discretionary
<b>CFDA Numbers:</b>	00.000

**Funding Properties**

**Instrument Type:**  
 Grant  
 Other

**Activity Category:**  
 Agriculture

**Category Explanation:**

**Synopsis Dates**

<b>Posting Date:</b>	06/02/2007
<b>Close Date:</b>	09/02/2007

**Close Date Explanation:**

[Agency Contact For Electronic Access Problems](#)

If you need to correct any information, select **Edit** to return to the previous screen to allow you to edit. If you select **Cancel**, you will return to the **Manage Grant Properties** screen and none of your work will be saved.

If you select **Publish**, you will receive a confirmation screen regarding the successful publishing of the opportunity.



If the post date you have entered is today's date, then the synopsis will appear on the site within 30 minutes.

If the post date is in the future, then you will also receive a confirmation screen regarding a successful publishing of the opportunity, but it will not be present on the screen until the actual post date you entered. You will be able to edit and modify this synopsis until the post date without any of those edits being visible to the applicant.

*Please be aware that Grants.gov will be updating the content on this confirmation screen to more accurately explain that synopsis with a future post date will not automatically appear on the site until that future date.*

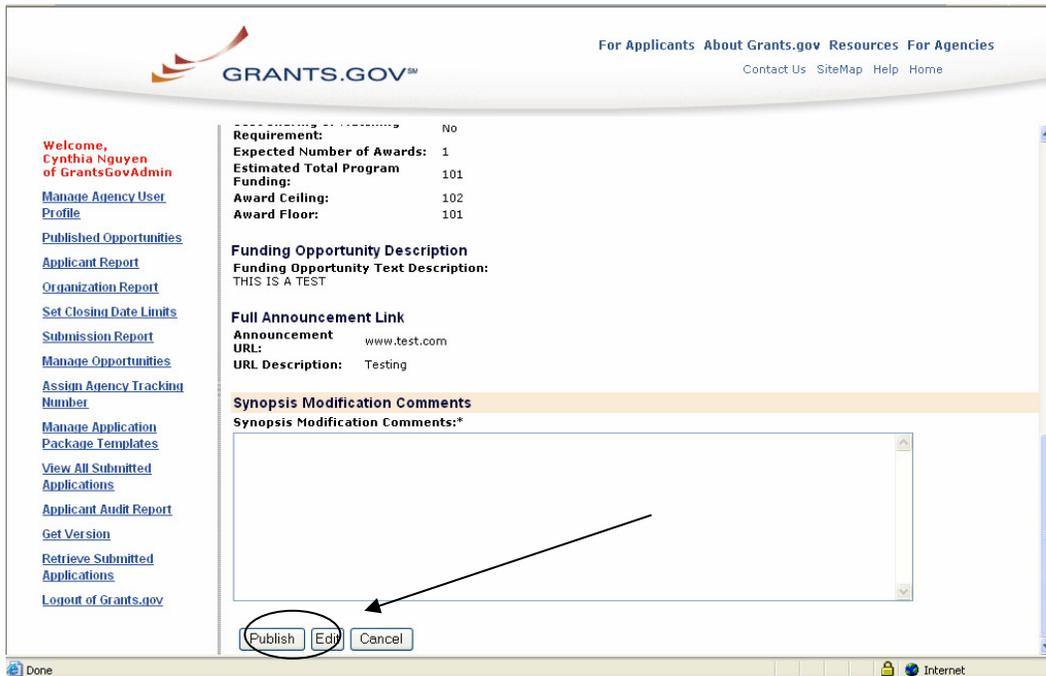
## Modifying Synopses with a Future Post Date

This section is in reference to modifying synopses that have been published, but have a post date that is in the future. These synopses can be modified without the applicants being notified and without the record of these modifications being made public.

In order to modify a synopsis, you must select the grant opportunity from the **Manage Opportunities** section and click on **Modify Opportunity**. Once you enter the **Grant Opportunity Properties** screen, click on **Modify** next to **Synopsis**.

The screenshot displays the GRANTS.GOV website interface. At the top, the logo and navigation links are visible. The left sidebar contains a list of user options, with 'Manage Opportunities' circled in blue. The main content area shows the 'GRANT OPPORTUNITY PROPERTIES' page for a specific opportunity. The opportunity details include: Opportunity Number: 5555555, Opportunity Title: Cynthia Test, Opportunity Category: Discretionary, and CFDA Numbers: 00.000. Below these details is a 'Modify' button. Further down, the 'Synopsis' section has three buttons: 'Modify', 'Delete', and 'Attachments'. The 'Modify' button in the Synopsis section is circled in blue. An arrow points from the 'Manage Opportunities' link in the sidebar to the 'Modify' button in the Synopsis section. Another arrow points from the 'Modify' button in the Synopsis section to the 'Modify' button above the opportunity details.

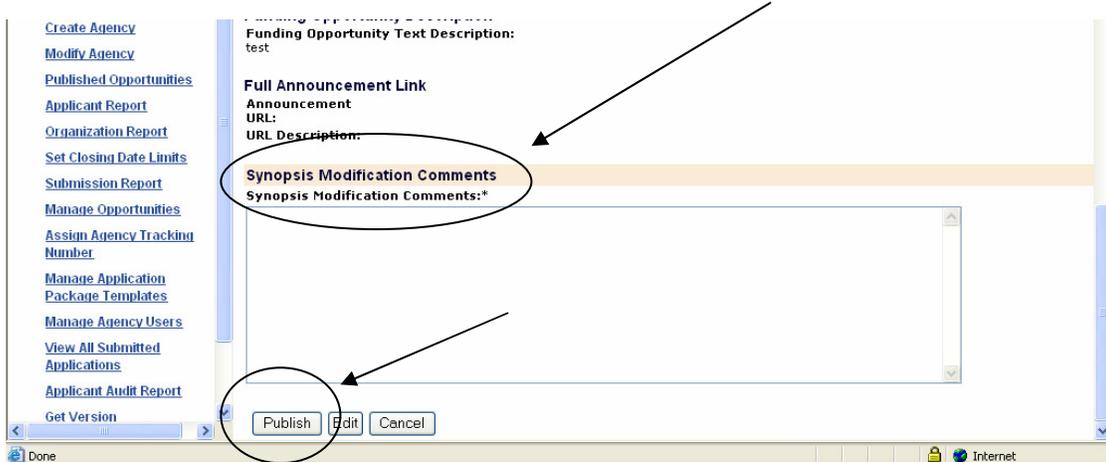
In the next screen, you will be provided the original synopsis. Make the necessary modifications and select **Publish** at the bottom of the screen.



You will be taken to the **Confirm Opportunity Synopsis Properties** screen.



At the bottom of the screen, you will be asked to enter the details pertaining to what you have modified in the **Synopsis Modification Comments** box.



Enter what you have modified. If the post date is in the future, these comments will not be made public, but will serve as a record of what you have previously modified. After this synopsis is posted, any future modification comments will be made public so that the applicant knows what has been modified with the post date that the synopsis was originally posted on the site.

Once you have reviewed the modifications and completed the comments box, select **Publish**. If you need to make additional changes, select **Edit** and perform those revisions. If you select **Cancel** you will be taken back to the **Grant Opportunity Properties** screen.

You will receive a **Synopsis Publish Success** screen. Please be aware that though the text states that the opportunity will be available within 30 minutes, since your post date is not until the future, the synopsis will not be published until that post date. All modifications made before the post date will not be seen by the public.

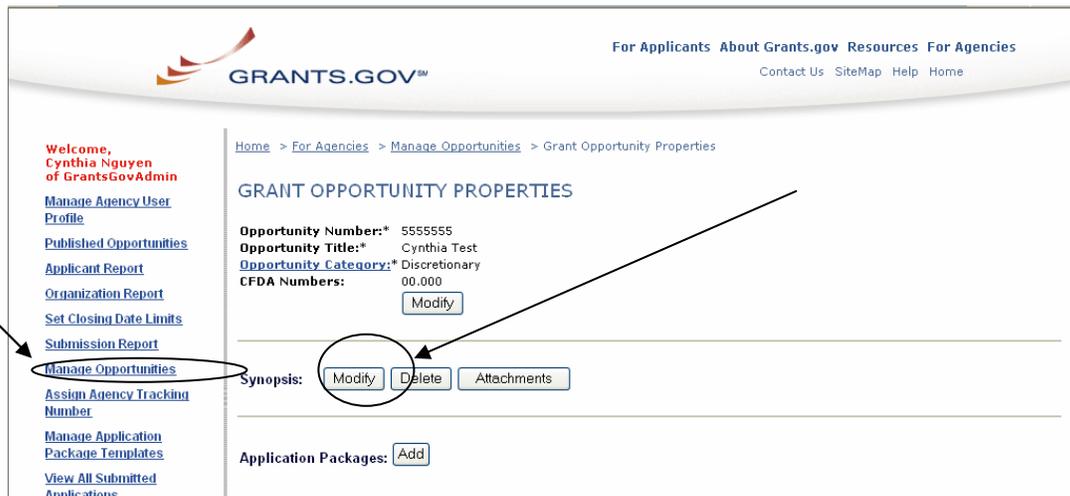


Click **Continue** and you will be directed to the Grant Opportunity Properties Screen.

# Modifying Posted Synopses

This section is in reference to modifying synopses that have been published and posted to the website. These synopses can still be modified, but any modification will require the agency to document what has been modified and this documentation will be made available for the public.

In order to modify a synopsis, you must select the grant opportunity from the **Manage Opportunities** section and click on **Modify Opportunity**. Once you have entered the **Grant Opportunity Properties** screen, click on **Modify** next to **Synopsis**.



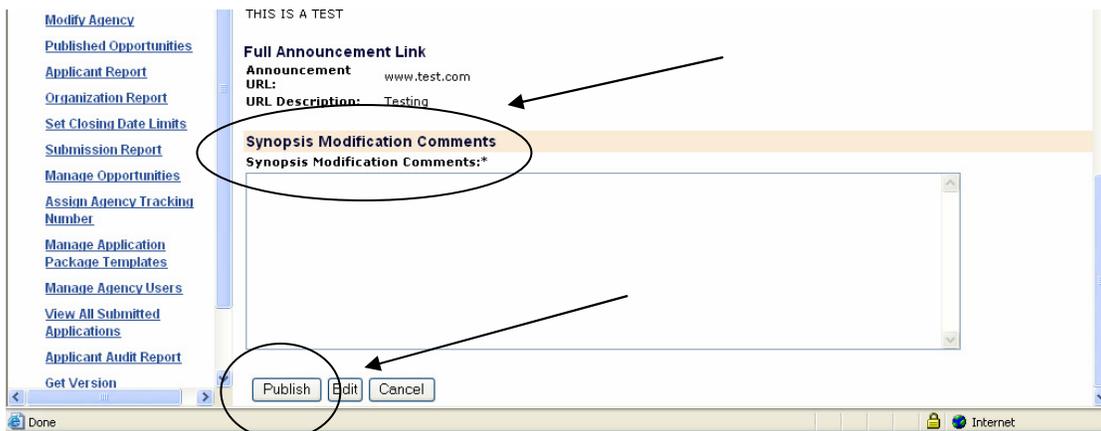
In the next screen, you will be provided the original synopsis. Make the necessary modifications and select **Publish** at the bottom of the screen.



You will be taken to the **Confirm Opportunity Synopsis Properties** screen.



At the bottom of the screen, you will be asked to enter the details pertaining to what you have modified in the **Synopsis Modification Comments** box. Enter what you have modified. This information will be included within the synopsis and will allow the public to know what has been modified.



Once you have reviewed the modifications and completed the comments box, select **Publish**. If you need to make additional changes, select **Edit** and perform those revisions. If you select **Cancel** you will be taken back to the **Grant Opportunity Properties** screen.

You will receive a Synopsis Publish Success screen. Please be aware that it could take up to 30 minutes for the modified synopsis to be made public.

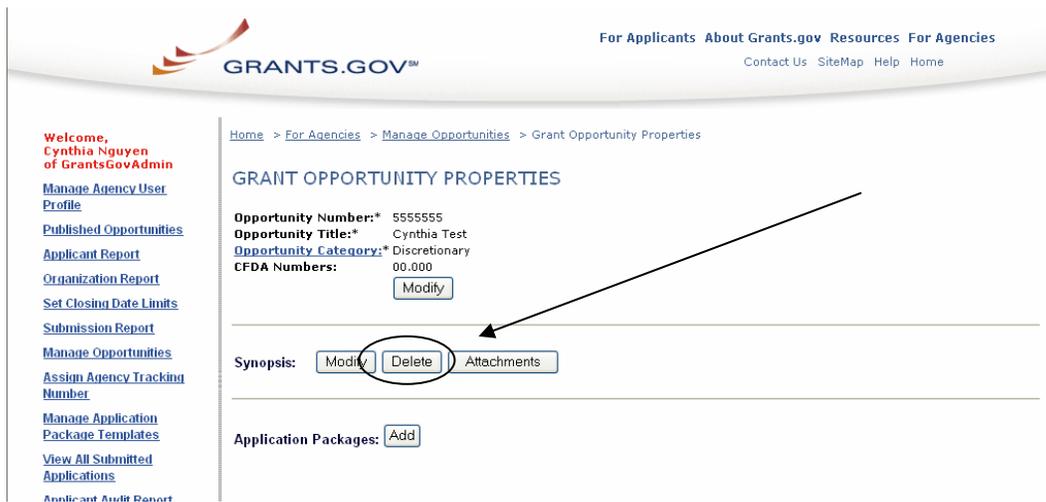
Click **Continue** and you will be directed to the Grant Opportunity Properties screen.



## Deleting Synopses

You will only be able to delete a synopsis if there is already an application package posted as part of the grant opportunity properties. If there is not, then you will need to refer to the **Delete Grant Opportunity** section in order to discard the synopsis and recreate the opportunity.

If you want to delete a synopsis and the opportunity does have an application package, select the grant opportunity from the Manage Opportunities section and click on **Modify Opportunity** button. Once you enter the Grant Opportunity Properties screen, click on **Delete** next to **Synopsis**.



You will be taken to the Confirm Synopsis Deletion screen. Confirm that you want to delete the synopsis for the opportunity by clicking on **Continue** and the grant opportunity synopsis will be deleted. It could take up to 30 minutes for this deletion to occur on the website. If you do not want to delete the synopsis for the opportunity you selected simply click the on the **Cancel** button and you will be returned to the Grant Opportunities Properties screen.



## Attaching Full Announcements/Other Documents

This is an optional functionality on Grants.gov. Please be aware that you must either provide a direct Internet link to a discretionary/competitive grant opportunity's Full Announcement or attach the Full Announcement as a document. The following directions provide information on how to attach the Full Announcement as a document.

In order to attach a Full Announcement or other supporting documents, you must have first created a **Grant Opportunity** and a **Synopsis** for that **Grant Opportunity**. Once you have completed those items, then you can select the grant opportunity from the **Manage Opportunities** section and click on **Modify Opportunity**. Once you enter the **Grant Opportunity Properties** screen, click on **Attachments** next to **Synopsis**.

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Welcome, Cynthia Nguyen of GrantsGovAdmin

Manage Agency User Profile  
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Organization Report  
Set Closing Date Limits  
Submission Report  
**Manage Opportunities**  
Assign Agency Tracking Number  
Manage Application Package Templates  
View All Submitted Applications  
Applicant Audit Report  
Get Version

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

### GRANT OPPORTUNITY PROPERTIES

Opportunity Number:\* 5555555  
Opportunity Title:\* Cynthia Test  
Opportunity Category:\* Discretionary  
CFDA Numbers: 00.000

Synopsis:

Application Packages:

Select the **Add** button on the next screen.

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Set Closing Date Limits  
Submission Report

Home > For Agencies > Manage Opportunities > Manage Synopsis Attachments

### MANAGE SYNOPSIS ATTACHMENTS

Funding Opportunity Title: Cynthia Test  
Funding Opportunity Number: 5555555

Upload Type, File Names	Description	MIME Type	Size
-------------------------	-------------	-----------	------

On the next screen, select the number of files you wish to upload and click the **Continue** button.

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Home > For Agencies > Manage Opportunities > Grant Opportunity Properties > New Synopsis Attachment Upload

### NEW SYNOPSIS ATTACHMENT UPLOAD

Opportunity Title: Cynthia Test  
Opportunity Number: 5555555

Number of files to upload:\*

At the next screen, first select the type of document you wish to attach at **Document Upload Type**. There are three options:

1. Full Announcement
2. Revised Full Announcement
3. Other Supporting Documents

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Home > For Agencies > Manage Opportunities > Grant Opportunity Properties > New Synopsis Attachment Upload

### NEW SYNOPSIS ATTACHMENT UPLOAD

Opportunity Title: Cynthia Test  
Opportunity Number: 5555555

Document Upload Type:\*  
Full Announcement  
Revised Full Announcement  
Other Supporting Documents

File Name:\*

Brief Description:\*

Next, select the **Browse** button; your file directory will open. Find the file you wish to attach and double click on the icon. The name of the file will appear in the **File Name** box. Enter a brief descriptive title for the attachment in the **Brief Description** box. Repeat this process for each file that you are attaching.

Next, select the **Upload Files** button. Or, select **Cancel** to return back to the **Grant Opportunity Properties** screen.

You will receive a confirmation screen. Review the information and if it is correct, select **Upload Files**. If not, select **Cancel**, and this will return you to the **Grant Opportunity Properties** screen.



After confirming the upload, you will get a **Synopsis Attachment Upload Success** screen. Click **Continue** and you will be directed to the Grant Opportunity Properties Screen.



Please be aware that the attachments will be available on the website within 30 minutes of publishing. If you have a post date that is in the future for the synopsis, the attachments will appear at the same time as the future date.

*Grants.gov will be updating the content on this confirmation screen to more accurately explain that synopsis attachments with a future post date will not automatically appear on the site until that future date.*

## Deleting Full Announcements/Other Documents

In order to delete a full announcement or other supporting documents, select the grant opportunity from the **Manage Opportunities** section and click on **Modify Opportunity**. Once you enter the **Grant Opportunity Properties** screen, click on **Attachments** next to **Synopsis**.

At the next screen, the listing of attachments will be provided. Select the attachments you wish to delete and select **Delete**.

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Manage Agency User Profile  
Published Opportunities  
Applicant Report  
Organization Report  
Set Closing Date Limits  
Submission Report  
Manage Opportunities  
Assign Agency Tracking Number  
Manage Application

Home > For Agencies > Manage Opportunities > Manage Synopsis Attachments

### MANAGE SYNOPSIS ATTACHMENTS

Funding Opportunity Title: Cynthia Test  
Funding Opportunity Number: 5555555

Upload Type	File Names	Description	MIME Type
Full Announcement 1	BGC-grants 07.doc	Pioneer Award	application/msword
	5555555-Full Announcement-1.zip	Zip of All Attachments	application/x-zip-compressed

You will not be able to modify these attachments. If you have attached the wrong document, you will need to delete the attachment and then add the correct one by following the directions in **Attaching Full Announcements/Other Documents**.

On the next screen, you will receive a confirmation screen. Select either **Continue** or **Cancel**. Selecting **Cancel** will return you to the Grant Opportunity Properties screen. If you select **Continue**, you will get the Delete Synopsis Attachments Success screen.

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Manage Agency User Profile  
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Set Closing Date Limits  
Submission Report  
Manage Opportunities  
Assign Agency Tracking Number  
Manage Application  
Package Templates  
View All Submitted Applications

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties > Confirm Delete Synopsis Attachments

### CONFIRM DELETE SYNOPSIS ATTACHMENTS

Funding Opportunity Title: Cynthia Test  
Funding Opportunity Number: 5555555  
Attachment Document Type: Full Announcement 1

Please confirm that you want to delete the following files:

File Name	Brief Description	Document Upload Type	Size (bytes)
BGC-grants 07.doc	Pioneer Award	application/msword	54272
5555555-Full Announcement-1.zip	Zip of All Attachments	application/x-zip-compressed	13298

The attachments will be deleted from the website within 30 minutes of reaching this screen. Click **Continue** and you will be directed to the Grant Opportunity Properties Screen.



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Welcome,  
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[Manage Agency User Profile](#)

[Published Opportunities](#)

[Applicant Report](#)

[Organization Report](#)

[Set Closing Date Limits](#)

[Submission Report](#)

[Manage Opportunities](#)

[Assign Agency Tracking Number](#)

[Manage Application Package Templates](#)

[View All Submitted Applications](#)

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > [Grant Opportunity Properties](#) > Delete Synopsis Attachments Success

### DELETE SYNOPSIS ATTACHMENTS SUCCESS

The selected synopsis attachments have been successfully deleted.

These synopsis attachments will be removed from the Find Grant Opportunities area of Grants.gov within 30 minutes.

[Continue](#)

## Publishing Applications

This section of the site enables you to create, modify and delete application packages published on Grants.gov. In publishing an application package, you will need to already have created a new grant opportunity and then utilize the templates created in the Manage Application Package Templates section. As part of this, you will also be able to add instructions specific to each opportunity and review your compiled application package before publishing it to Grants.gov for public view.

This screen displays the current grant opportunities for the agency/agencies that you represent. Each opportunity either has a synopsis, a grant application package or both.

The screenshot shows the Grants.gov interface for managing opportunities. The page title is "MANAGE OPPORTUNITIES". Below the title are three buttons: "Create Opportunity", "Modify Opportunity", and "Delete Opportunity". A table lists various opportunities with columns for Opportunity Num., Opportunity Title, CFDA Numbers, Contents, and Legacy Record. The table contains 13 rows of data, including opportunities like "0413-KV-9", "123", "123-123-123", "5555555", "EXR-01", "123-123-123", "123-987", "2006-COINT-FEMA", "2007-ABC-123-XYZ", "2545454", "54554", and "8 84 CODE TEST2 004".

Opportunity Num.	Opportunity Title	CFDA Numbers	Contents	Legacy Record
0413-KV-9	0413-KV-9	00.000	Synopsis 0 Package(s)	false
123	123	00.000	Synopsis 0 Package(s)	false
123-123-123	Laura_Marwan	00.000	No Synopsis 0 Package(s)	false
5555555	Cynthia Test	00.000	Synopsis 0 Package(s)	false
EXR-01	GDIT-Test-99	00.000	Synopsis 0 Package(s)	false
123-123-123	Laura_Marwan	00.000	Synopsis 0 Package(s)	true
123-987	Mary's test		Synopsis 0 Package(s)	true
2006-COINT-FEMA	2006 FEMA Continuation	97.083	Synopsis 0 Package(s)	true
2007-ABC-123-XYZ	Grantor training test package	16.710	Synopsis 0 Package(s)	true
2545454	Boat	20.502	Synopsis 0 Package(s)	true
54554	Boat		Synopsis 0 Package(s)	true
8 84 CODE TEST2 004	Grants For Policy-Oriented Rural Health Services	03.165	Synopsis	true

To create a new application package for a new opportunity, click the **Create Opportunity** button above the listed opportunities.

To create a new application package for an existing opportunity select the opportunity and click the **Modify Opportunity** button above the listed opportunities. At the next screen you will be able to create a new package.

To modify an existing application package, select the opportunity that you want to modify by clicking in the checkbox in the package's row and then click the **Modify Opportunity** button. At the next screen you will be able to select and modify the application package.

To delete an existing application package, select the opportunity you wish to modify by clicking in the checkbox in the package's row and then click the

**Modify Opportunity** button. At the next screen, you will be able to delete the application package. **Note:** You will only be able to delete an application package from the Modify screen if—and only if—more than one application package exists. Otherwise, you will need to delete the entire grant opportunity in order to remove the application package from the system.

If there is only one application package that needs to be deleted, then select the grant opportunity that needs to be deleted by clicking in the checkbox in the package's row and then click the **Delete Opportunity** button.

**Note:** Once an application package is deleted, either through the modification or the deletion, Grants.gov will no longer accept or process any applications which use the deleted package. A notice will be sent to the applicants who registered to receive information pertaining to that opportunity to let them know that the package has been deleted as well.

## Creating Applications

### Creating a New Application Package to Existing Opportunity:

To create a new package to an existing opportunity, on the Manage Opportunities screen select the opportunity you would like to create a new package for by clicking on the circle next to the opportunity.

Then click the **Modify Opportunity** button above the listed application packages. This will take you to the Grant Opportunity Properties screen.

Click on the Add button next to Application Packages.

### Creating a New Application Package:

To create new application packages to be posted at Grants.gov, click the **Manage Opportunities** link on the left of your screen.

This will take you to the **Manage Opportunities** screen.

This screen below displays the current opportunities for the agency/agencies that you represent.

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Home > For Agencies > Manage Opportunities

**MANAGE OPPORTUNITIES**

Create Opportunity Modify Opportunity Delete Opportunity

Opportunity Num.	Opportunity Title	CFDA Numbers	Contents	Legacy Record
0413-KV-9	0413-KV-9	00.000	Synopsis 0 Package(s)	false
123	123	00.000	Synopsis 0 Package(s)	false
123-123-123	Laura_Marwan	00.000	No Synopsis 0 Package(s)	false
5555555	Cynthia Test	00.000	Synopsis 0 Package(s)	false
EXR-01	GDIT-Test-99	00.000	Synopsis 0 Package(s)	false
123-123-123	Laura_Marwan	00.000	Synopsis 0 Package(s)	true
123-987	Mary's test		Synopsis 0 Package(s)	true
2006-CONT-FEMA	2006 FEMA Continuation	97.083	Synopsis 0 Package(s)	true
2007-ABC-123-XYZ	Grantor training test package	16.710	Synopsis 0 Package(s)	true
2545454	Boat	20.502	Synopsis 0 Package(s)	true
54554	Boat		Synopsis 0 Package(s)	true
SA CODE TEST3 GGA	Grants For Policy-Oriented Rural Health Services	93.155	Synopsis	true

Click the **Create Opportunity** button above the listed application packages.

This will take you to the **Grant Opportunities Properties** screen where you can begin to enter information about the new opportunity.

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Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

### GRANT OPPORTUNITY PROPERTIES

**Opportunity Number:\***

**Opportunity Title:\***

**Opportunity Category:\*** Select the Category of this Opportunity

**CFDA Numbers:**

**Synopsis:**

**Application Packages:**

Manage Agency User Profile  
Set Agency Level  
Create Agency  
Modify Agency  
Published Opportunities  
Applicant Report  
Organization Report  
Set Closing Date Limits  
Submission Report  
Manage Opportunities  
Assign Agency Tracking Number  
Manage Application Package Templates  
Manage Agency Users  
View All Submitted Applications  
Applicant Audit Report  
Get Version

Internet

After you entered in the initial grant opportunity's properties, you will select **Add** next to Application Packages. From here you will receive the New Package Creation screen. An asterisk marks mandatory fields.

The screenshot shows the 'NEW PACKAGE CREATION' form on the Grants.gov website. The form is titled 'NEW PACKAGE CREATION' and is located under the path 'Home > For Agencies > Manage Opportunities > New Package Creation'. The form includes the following fields and options:

- Opportunity Number:\*** 9999999999
- Opportunity Title:\*** Cindy Test 2
- CFDA Number:** None (dropdown menu)
- Competition ID:** (text input field)
- Competition Title:** (text input field)
- Electronic Required:\***  Yes  No
- Expected Number of Applications:** (text input field)
- Expected Application Size:** (text input field) (MB)
- Open Date:** (text input field) (format: MM/DD/YYYY)
- Close Date:\*** (text input field) (format: MM/DD/YYYY)
- Grace Period:** (text input field) days
- Agency Contact:** Cynthia Nguyen  
TMP Test acct  
E-mail: Cynthia.Nguyen@tmp.com  
Phone: 134567890
- Form Package:\*** Select A Package Template (dropdown menu)
- Application Instructions:\*** (text input field)
- Applicant Type:\*** (dropdown menu)

The left sidebar contains the following links: Welcome, Cynthia Nguyen of GrantsGovAdmin; Manage Agency User Profile; Published Opportunities; Applicant Report; Organization Report; Set Closing Date Limits; Submission Report; Manage Opportunities; Assign Agency Tracking Number; Manage Application Package Templates; View All Submitted Applications; Applicant Audit Report; Get Version; Retrieve Submitted Applications; Logout of Grants.gov.

Select your agency's CFDA number in the drop down menu **CFDA Number** field. This must be a valid CFDA number.

Entering a **Competition ID** is necessary if there are multiple packages for an opportunity.

Enter a title for the application package in the **Competition Title** field.

Select **Yes** or **No** for the **Electronic Required\*** field. This will notify the applicant whether they will be required to submit electronically or by mail.

Enter the **Expected Number of Applications** field. This is the number of applicants you are expecting to apply.

Enter **Expected Application Size** field. This is the size of the file you expect the grant application to be.

Enter the date by which the opportunity should be made available in the **Open Date** field.

Enter the date by which the opportunity should no longer be available in the **Close Date\*** field.

Enter the number of days for which the package will have a **Grace Period** field. This period reflects the number of days after the closing date that Grants.gov will continue to accept applications for a grant opportunity. It also represents the day (Closing Date + Grace Period) that applicants will no longer be able to download the application package. This value is entered by an agency when creating a grant opportunity and is not visible to grant applicants.

The **Agency Contact** field lists the first and last name, title, email address and phone number that was entered in your user profile. This information will be listed on the cover page of the application package as the agency contact information. You can edit any of the information listed simply by selecting the text and typing any revisions.

Select the application package template for the application by clicking the arrow next to the **Form Package\*** drop down box. This field must be completed in order to publish the application package.

You can upload application instructions by attaching a file from your computer by clicking the **Browse** button next to the **Application Instructions\*** field. You CANNOT enter a URL to a website in this field. This field must be completed in order to publish the application package.

The screenshot shows the 'NEW PACKAGE CREATION' form on the Grants.gov website. The form is titled 'NEW PACKAGE CREATION' and is located at 'Home > For Agencies > Manage Opportunities > New Package Creation'. The form includes the following fields:

- Opportunity Number:\* 00-000
- Opportunity Title:\* Hydrogen Fuel Technology Development
- CFDA Number:\* None
- Competition ID: [Empty]
- Competition Title: [Empty]
- Electronic Required:\*  Yes  No
- Expected Number of Applications: [Empty]
- Expected Application Size: [Empty] (MB)
- Open Date: [Empty] (format: MM/DD/YYYY)
- Close Date:\* [Empty] (format: MM/DD/YYYY)
- Grace Period: [Empty] days
- Agency Contact: TMP Creative Admin, E-mail: [Empty], Phone: [Empty]
- Form Package:\* Select A Package Template
- Application Instructions:\* [Empty] Browse...
- Applicant Type:\* [Empty]

Buttons for 'Publish' and 'Cancel' are located at the bottom of the form.

This will open a **Choose File** window where you can browse on your computer to the file which contains the application instructions.

Once you have selected the correct file, click the **Open** button.

You will be returned to the **New Grant Opportunities** screen where the path to the file will now appear in the **Application Instructions** field.

If you want to select a new file, simply click the **Browse** button again, select the correct file, and click the **Open** button.

Select the Applicant Type by clicking the arrow next to the **Applicant Type** drop down box. This will appear to the applicants who are eligible to apply for the opportunity you are publishing.

If you do not want to save the new the application package, click the **Cancel** button at the bottom of the screen. You will be returned to the **Grant Opportunity Properties** screen where the new application package will not appear.

OR

If you want to save the new the application package, click the **Publish** button at the bottom of the screen.

This will take you to the **Package Publication Verification** screen. Review the information listed.

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for 'For Applicants', 'About Grants.gov', 'Resources', and 'For Agencies'. Below this is a breadcrumb trail: 'Home > For Agencies > Manage Opportunities > New Grant Opportunity Properties > Package Publication Verification'. The main content area is titled 'PACKAGE PUBLICATION VERIFICATION' and contains the following information:

- CFDA Number:** None
- CFDA Title:** None
- Opportunity Number:** 99999999999
- Opportunity Title:** Cindy Test 2
- Competition ID:** 123456
- Competition Title:** Test
- Electronic Required:** Y
- Expected Number of Applications:** 300000
- Expected Application Size:** 20
- Open Date:** 04/30/2007
- Close Date:** 08/30/2007
- Grace Period:** 5 days
- Agency Contact:** Cynthia Nguyen TMP Test acct E-mail: Cynthia.Nguyen@tmp.com Phone: 134567890
- Application Package:** 00ABCD3-DEMO

Below the application details, there are sections for 'Mandatory Forms' (SF424 Individual Form, Budget Narrative Attachment Form) and 'Optional Forms' (None). The 'Application Instructions' field contains a 'View' link. At the bottom of the page, there are three buttons: 'Publish', 'Edit', and 'Cancel'. A red circle highlights these buttons, and a black arrow points to the 'View' link in the 'Application Instructions' field.

To view the application instructions that you uploaded, click the **View** link in the **Application Instructions** field.

If the information listed is not correct, click the **Edit** button to return to the previous screen so that you can make any necessary revisions, or click the

**Cancel** button to return to the **Grant Opportunity Properties** screen without creating the new application package.

OR

If the information is correct, click the **Publish** button. This will make the new application package available to the public. You will be taken to a **Package Publication Success** screen which will confirm that the new application package is now available for public download.

Click the **Continue** button to return to the **Grant Opportunity Properties** screen. Your new application package will be listed with the other packages published for your agency.

## Modifying Application Package

To modify an application package that is published at Grants.gov, click the **Manage Opportunities** link on the left of your screen.

This will take you to the **Manage Opportunities** screen. This screen displays the current opportunities for the agency/agencies that you represent.

Select the application package that you want to modify by clicking in the circle in the first column of that application's row.

Click the **Modify Opportunity** button above the listed application packages.

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Home > For Agencies > Manage Opportunities

**MANAGE OPPORTUNITIES**

Create Opportunity Modify Opportunity Delete Opportunity

Opportunity Num.	Opportunity Title	CFDA Numbers	Contents	Legacy Record
0413-KV-9	0413-KV-9	00.000	Synopsis 0 Package(s)	false
123	123	00.000	Synopsis 0 Package(s)	false
123-123-123	Laura_Marwan	00.000	No Synopsis 0 Package(s)	false
456456456456	Cindy Grants	00.000	No Synopsis 0 Package(s)	false
5555555	Cynthia Test	00.000	Synopsis 0 Package(s)	false
9999999999	Cindy Test 2	00.000	No Synopsis 0 Package(s)	false

This will take you to the **Grant Opportunities Properties** screen.

Select the appropriate application package by checking the box next to the package and click **Modify**.

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Contact Us SiteMap Help Home

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Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

**GRANT OPPORTUNITY PROPERTIES**

Opportunity Number:\* JT-006-003  
Opportunity Title:\* Fellowships for Working Women in the Humanities  
Opportunity Category:\* Discretionary  
CFDA Numbers:

Synopsis:

Application Packages:

CFDA Number	Comp. ID	Competition Title	Open Date	Close Date	Forms
JT-006-003		Fellowships	01-Jun-2006	01-Aug-2006	Mandatory: SF424_Short, SupplementaryCoverSheetforNEHGrantPrograms, Attachments Optional: None
JT-006-03		Fellowships	01-Jun-2006	01-Aug-2006	Mandatory: SF424_Individual, SupplementaryCoverSheetforNEHGrantPrograms, Attachments Optional: None

On the next screen, make any necessary revisions. **Note:** If you change the template associated with a published application package and an applicant submits an application which has the old template in it, Grants.gov will reject the application.

If you do not want to save the changes you made to the opportunity, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Opportunities** screen and the changes will not be saved.

OR

If you want to save the changes you made to the opportunity, click the **Publish** button at the bottom of the screen to save the changes. This will take you to the **Package Publication Verification** screen. Review the information listed.



To view the application instructions, click the **View** link in the Application Instructions field. If the information is not correct, click the **Edit** button to return to the previous screen so that you can make any necessary revisions, or click the **Cancel** button to return to the **Manage Opportunities** screen.

OR

If the information is correct, click the **Publish** button. This will make the updated application package available to the public. You will be taken to a **Package Publication Success** screen which will confirm that the modified application package is now available for the public to download.

Click the **Continue** button to return to the **Manage Opportunities** screen.

## Deleting Application Packages

To delete an application package that is published at Grants.gov, click the **Manage Opportunities** link in the **For Grantors** section, on the left of your screen.

This will take you to the **Manage Opportunities** screen.

This screen displays the current opportunities for the agency/agencies that you represent.

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Home > For Agencies > Manage Opportunities

MANAGE OPPORTUNITIES

Create Opportunity Modify Opportunity Delete Opportunity

Opportunity Num.	Opportunity Title	CFDA Numbers	Contents	Legacy Record
0413-KV-9	0413-KV-9	00.000	Synopsis 0 Package(s)	false
123	123	00.000	Synopsis 0 Package(s)	false
123-123-123	Laura_Marwan	00.000	No Synopsis 0 Package(s)	false
456456456456	Cindy Grants	00.000	No Synopsis 0 Package(s)	false
5555555	Cynthia Test	00.000	Synopsis 0 Package(s)	false
99999999999	Cindy Test 2	00.000	No Synopsis 0 Package(s)	false
EXR-01	GDIT-Test-99	00.000	Synopsis 0 Package(s)	false
123-123-123	Laura_Marwan	00.000	Synopsis	true

Select the application package that you want to modify by clicking in the circle radio button in the first column of that application's row.

Click the **Modify Opportunity** button above the listed application packages.

This will take you to the **Grant Opportunity Properties** screen.

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Welcome, Cynthia Nguyen of GrantsGovAdmin

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

GRANT OPPORTUNITY PROPERTIES

Opportunity Number:\* JT-006-003  
Opportunity Title:\* Fellowships for Working Women in the Humanities  
Opportunity Category:\* Discretionary  
CFDA Numbers:

Synopsis:

Application Packages:

CFDA Number	Comp. ID	Competition Title	Open Date	Close Date	Forms
JT-006-003		Fellowships	01-Jun-2006	01-Aug-2006	Mandatory: SF424_Short, Supplementary Cover Sheet for NEH Grant Programs, Attachments Optional: None
JT-006-03		Fellowships	01-Jun-2006	01-Aug-2006	Mandatory: SF424_Individual, Supplementary Cover Sheet for NEH Grant Programs, Attachments Optional: None

Select the appropriate application package by checking the box next to the package and clicking **Delete**.

Click the **Cancel** button to return to the previous screen without deleting the listed template(s).

OR

Click the **Delete** button to permanently remove the listed application package.

This will take you to the **Confirm Package Deletion** screen.

Click the **Cancel** button to return to the previous screen without deleting the listed template(s).

OR

Click the **Delete** button to permanently remove the listed application package.

This will take you to the **Delete Package Success** screen. Click the **Continue** button to return to the **Manage Opportunities** screen.

Click the **Refresh** button to update the **Manage Opportunities** screen so that the application package you deleted no longer appears.

# Managing Package Templates

This section of the site enables you to create, edit and delete application package templates that can be reused for multiple opportunity-specific application packages. Once a template is created, you can then add instructions specific to a particular funding opportunity and publish the application package to Grants.gov through the Publish Application Packages section.

Creating, modifying and deleting application package templates has no effect on application packages already published on Grants.gov.

To get to the Manage Application Package Templates page, go to **Agency Login** from Grants.gov. Once you have logged in click on **Manage Application Package Templates** in the left menu.

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Welcome, Cynthia Nguyen of GrantsGovAdmin

Manage Agency User Profile

Published Opportunities

Applicant Report

Organization Report

Set Closing Date Limits

Submission Report

Manage Opportunities

Assign Agency Tracking Number

**Manage Application Package Templates**

View All Submitted Applications

Applicant Audit Report

Get Version

Retrieve Submitted Applications

Logout of Grants.gov

Home > For Agencies > Manage Application Package Templates

MANAGE APPLICATION PACKAGE TEMPLATES

Create Template Modify Template Delete Template

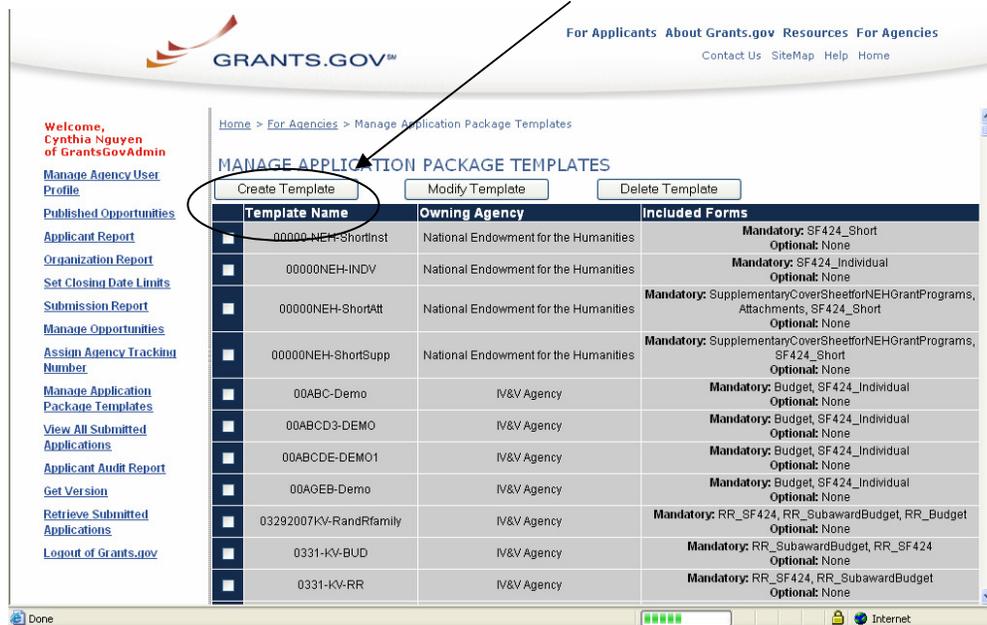
Template Name	Owning Agency	Included Forms
00000-NEH-ShortInst	National Endowment for the Humanities	<b>Mandatory:</b> SF424_Short <b>Optional:</b> None
00000NEH-INDV	National Endowment for the Humanities	<b>Mandatory:</b> SF424_Individual <b>Optional:</b> None
00000NEH-ShortAtt	National Endowment for the Humanities	<b>Mandatory:</b> SupplementaryCoverSheetforNEHGrantPrograms, Attachments, SF424_Short <b>Optional:</b> None
00000NEH-ShortSupp	National Endowment for the Humanities	<b>Mandatory:</b> SupplementaryCoverSheetforNEHGrantPrograms, SF424_Short <b>Optional:</b> None
00ABC-Demo	IV&V Agency	<b>Mandatory:</b> Budget, SF424_Individual <b>Optional:</b> None
00ABCD3-DEMO	IV&V Agency	<b>Mandatory:</b> Budget, SF424_Individual <b>Optional:</b> None
00ABCDE-DEMO1	IV&V Agency	<b>Mandatory:</b> Budget, SF424_Individual <b>Optional:</b> None
00AGEB-Demo	IV&V Agency	<b>Mandatory:</b> Budget, SF424_Individual <b>Optional:</b> None
03292007KV-RandRfamily	IV&V Agency	<b>Mandatory:</b> RR_SF424, RR_SubawardBudget, RR_Budget <b>Optional:</b> None
0331-KV-BUD	IV&V Agency	<b>Mandatory:</b> RR_SubawardBudget, RR_SF424 <b>Optional:</b> None
0331-KV-RR	IV&V Agency	<b>Mandatory:</b> RR_SF424, RR_SubawardBudget <b>Optional:</b> None

Done Internet

# Creating Application Package Templates

To create a new application package template that can be used to create multiple opportunity specific application packages, click the **Manage Application Package Templates** link on the left of your screen.

This will take you to the **Manage Application Package Templates** screen. This screen displays the available application package templates.



Creating application package templates has no effect on application packages already published on Grants.gov.

Click the **Create Template** button above the listed application package templates.

This will take you to the first step to creating a template. You will need to select which form family you will use. To select a form family click on the drop down menu, choose the form and then hit the **Continue** button.



On the Create New Application Package Template screen, start to enter the information for the template. You will only see the forms that have been developed to be used with your selected forms family.

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Home > For Agencies > Manage Application Package Templates > Create New Application Package Template

### CREATE NEW APPLICATION PACKAGE TEMPLATE

This screen allows you to create new application package templates that can be used to create an application package for a specific funding opportunity based on the template.

When you have made the necessary revisions, click the "Save" button to save the modifications.

Click the "Cancel" button to return to the Manage Application Package Templates screen without saving any revisions.

**Please note that creating and editing templates has no effect on opportunities already published in Grants.gov.**

**Form Family:** SF-424 Short Organizational Family

**Package Name:** \*

**Available Forms**

- Attachments
- Budget Information for Non-Construction Programs (SF-424A)
- Budget Narrative Attachment Form
- CSREES Supplemental Information
- DOI Project Details
- ED FIPSE Budget Summary
- ED FIPSE Consortium Partners Identification Form
- ED FIPSE Project Title
- Key Contacts
- NEA Organization And Project Profile
- NEA Supplemental Information
- NEH Budget
- Other Attachments Form
- Project Abstract

**Mandatory Forms**

- Application for Federal Domestic Assistance-Short O (Required)
- View Additional Forms/Attachments

**Optional Forms**

- View Additional Forms/Attachments

Enter a name for the application package template in the **Package Name** field. This field must be completed in order to create the new application package template.

The **Available Forms** box lists the documents and forms that can be included in the template. **Note:** The SF-424 is a required form for all applications. To assign the forms that are not required but may be used to provide additional support for the application, select the form name by clicking on it. Then click the double arrows pointing toward the right >> next to the **Optional Forms** box.

To assign the forms required for the application, select the form name by clicking on it and click the double arrows pointing toward the right >> next to the **Mandatory Forms** box. To remove a form from the **Mandatory Forms** or **Optional Forms** box, select the form name by clicking on it. Then click the double arrows pointing toward the left << next to the appropriate box.

If you do not want to save new the application package template, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen where the new application package template will not appear.

OR

If you want to save the new application package template, click the **Save** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen where the new application package template will appear.

## Modifying Application Package Templates

To modify an existing application package template, click the **Manage Application Package Templates** link on the left of your screen.

**Note:** Modifying application package templates has no effect on application packages already published on Grants.gov.

This will take you to the **Manage Application Package Templates** screen. This screen displays the available application package templates.

Home > For Agencies > Manage Application Package Templates

**MANAGE APPLICATION PACKAGE TEMPLATES**

Create Template   Modify Template   Delete Template

Template Name	Owning Agency	Included Forms
<input type="checkbox"/> 00000-NEH-ShortInst	National Endowment for the Humanities	Mandatory: SF424_Short Optional: None
<input type="checkbox"/> 00000NEH-INDV	National Endowment for the Humanities	Mandatory: SF424_Individual Optional: None
<input type="checkbox"/> 00000NEH-ShortAtt	National Endowment for the Humanities	Mandatory: SupplementaryCoverSheetforNEHGrantPrograms, Attachments, SF424_Short Optional: None
<input checked="" type="checkbox"/> 00000NEH-ShortSupp	National Endowment for the Humanities	Mandatory: SupplementaryCoverSheetforNEHGrantPrograms, SF424_Short Optional: None
<input type="checkbox"/> 00ABC-Demo	IV&V Agency	Mandatory: Budget, SF424_Individual Optional: None
<input type="checkbox"/> 00ABCD3-DEMO	IV&V Agency	Mandatory: Budget, SF424_Individual Optional: None
<input type="checkbox"/> 00ABCDE-DEMO1	IV&V Agency	Mandatory: Budget, SF424_Individual Optional: None
<input type="checkbox"/> 00AGEB-Demo	IV&V Agency	Mandatory: Budget, SF424_Individual Optional: None
<input type="checkbox"/> 03292007KV-RandRfamily	IV&V Agency	Mandatory: RR_SF424, RR_SubawardBudget, RR_Budget Optional: None
<input type="checkbox"/> 0331-KV-BUD	IV&V Agency	Mandatory: RR_SubawardBudget, RR_SF424 Optional: None
<input type="checkbox"/> 0331-KV-RR	IV&V Agency	Mandatory: RR_SF424, RR_SubawardBudget Optional: None

Select the application package template that you want to modify by clicking in the checkbox in the first column of that template's row.

Click the **Modify Template** button at the top of the page.

This will take you to the **Modify Existing Application Package Template** screen.

Make any necessary revisions.

If you do not want to save the changes you made to the application package template, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen and the revisions will not be saved.

OR

If you want to save the changes you made to the application package template, click the **Save** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen and the revisions will be saved.

**Note:** The changes you made to the template will not be reflected in application packages that have already been published using the template. You will need to modify the application package and reselect the template in order for those changes to be reflected.

Also, you will only be able to modify templates that belong to your agency. You may give it a different name and save the template to your organization as the screen shot example above displays.

# Deleting Application Package Templates

To delete an existing application package template, click the **Manage Application Package Templates** link on the left of your screen. **Note:** Deleting application package templates has no effect on application packages already published on Grants.gov.

This will take you to the **Manage Application Package Templates** screen. This screen displays the available application package templates.

Welcome, Cynthia Nguyen of Grants.gov Admin

Manage Agency User Profile

Published Opportunities

Applicant Report

Organization Report

Set Closing Date Limits

Submission Report

Manage Opportunities

Assign Agency Tracking Number

Manage Application Package Templates

View All Submitted

Home > For Agencies > Manage Application Package Templates

MANAGE APPLICATION PACKAGE TEMPLATES

Create Template Modify Template Delete Template

Template Name	Owning Agency	Included Forms
<input type="checkbox"/> 00000-NEH-ShortInst	National Endowment for the Humanities	Mandatory: SF424_Short Optional: None
<input type="checkbox"/> 00000NEH-INDV	National Endowment for the Humanities	Mandatory: SF424_Individual Optional: None
<input type="checkbox"/> 00000NEH-ShortAtt	National Endowment for the Humanities	Mandatory: SupplementaryCoverSheetforNEHGrantPrograms, Attachments, SF424_Short Optional: None
<input checked="" type="checkbox"/> 00000NEH-ShortSupp	National Endowment for the Humanities	Mandatory: SupplementaryCoverSheetforNEHGrantPrograms, SF424_Short Optional: None
<input type="checkbox"/> 00ABC-Demo	IV&V Agency	Mandatory: Budget, SF424_Individual Optional: None
<input type="checkbox"/> 00ABCD3-DEMO	IV&V Agency	Mandatory: Budget, SF424_Individual Optional: None

Select the application package template that you want to delete by clicking in the checkbox in the first column of that template's row. **Note:** You will not be able to delete application package templates that your agency did not create.

Click the **Delete Template** button at the top of the page. This will take you to the **Delete Application Package Template Verification** screen.

Home > For Agencies > Manage Application Package Templates > Delete Application Package Template Verification

DELETE APPLICATION PACKAGE TEMPLATE VERIFICATION

You are about to delete this Package Template from the Grants.gov database. Please review the details of the template below and make absolutely sure that you wish to delete it, before pushing the "Delete" button below.

Please note that creating and editing templates has no effect on opportunities already published in Grants.gov

Template Name: JKeyes Test 1  
Mandatory Forms: Budget Information for Non-Construction Programs (SF-424A)  
Optional Forms: None

Delete Cancel

Click the **Delete** button to permanently remove the listed template. OR Click the **Cancel** button to return to the previous screen without deleting the listed template.

## Retrieving Submitted Applications

To retrieve and download the applications submitted to your agency, simply click the **Retrieve Submitted Applications** link on the left of your screen.

This will take you to the **Retrieve Submitted Applications** screen. Select the applications that you want to download by clicking the checkbox in the corresponding application's row.

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Home > For Agencies > Retrieve Submitted Applications

Please note that grant applications submitted by the applicants to Grants.gov may take up to 48 hours to process before they are available to the agencies for download. Once a submission is received, Grants.gov sends two email messages to the applicants. The first email confirms receipt of the application by Grants.gov. The second email indicates that the application has either been successfully validated by Grants.gov or has been rejected due to errors.

If the application is successfully validated and subsequently retrieved by your agency from Grants.gov, the applicant receives an additional email. This email may be delivered to the applicant several days or weeks from the original date of their submission, depending on when your agency retrieves the application from Grants.gov.

**RETRIEVE SUBMITTED APPLICATIONS**

Continue Download Refresh

	CFDA #	Opportunity #	Competition Id	Grants.gov #	Program Name	Submitter	Date/Time Received
<input checked="" type="checkbox"/>	00.000	ZHARP-0427-001	001	GRANT00072784	Grants.gov Applicant S2S Testing	GDIT-DUNS 00-Test	28-Apr-07 12:31:32 AM
<input checked="" type="checkbox"/>	00.000	ZHARP-0427-001	001	GRANT00072792	Grants.gov Applicant S2S Testing	GDIT-DUNS 00-Test	28-Apr-07 11:59:44 AM

Check All Clear All

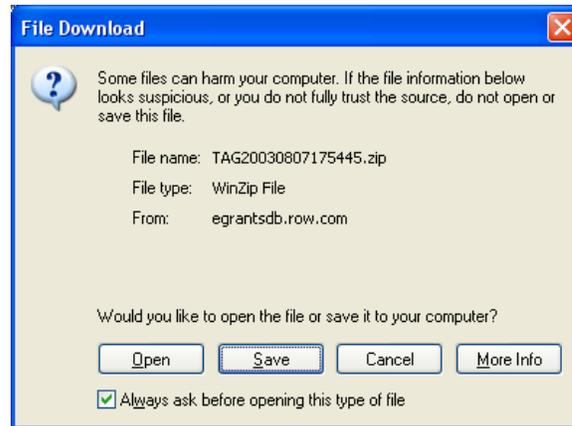
Click the **Continue Download** button to download the applications. This will begin the retrieval process.

To return to the previous screen without downloading the applications, click the **Back** button.

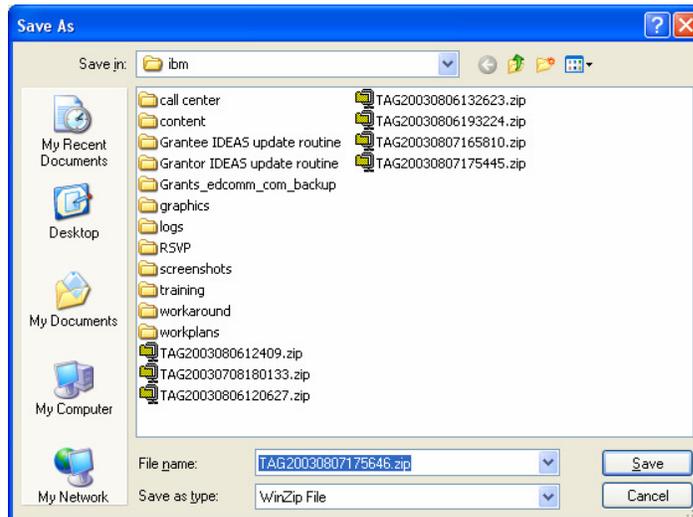
OR

To download the listed applications, click the **Download Applications** button. This will open the **File Download** screen and you will be prompted to save the application to your computer.

Click the **Save** button. This will open the **Save As** window.



**Note:** If you click the **Open** button, the zip file will appear empty. You must save the application before opening it.



Select the location where you want to save the application and click the **Save** button.

This will return you to the Retrieve Submitted Applications screen where the **Acknowledge Completion of Download** button will be active.

Verify that the application downloaded properly to your computer and then click the **Acknowledge Completion of Download** button. This will complete the download process and return you to the **Retrieve Submitted Applications** screen where the application will no longer appear.

If you need to “re-retrieve” an application, simply click the **View All Submitted Applications** link on the left of the screen.

This will take you to the **View All Submitted Applications** screen where all applications submitted to your agency will be listed.

Select the applications that you want to download by clicking the checkbox in the corresponding application's row.

Click the **Download Applications** button to download the applications.

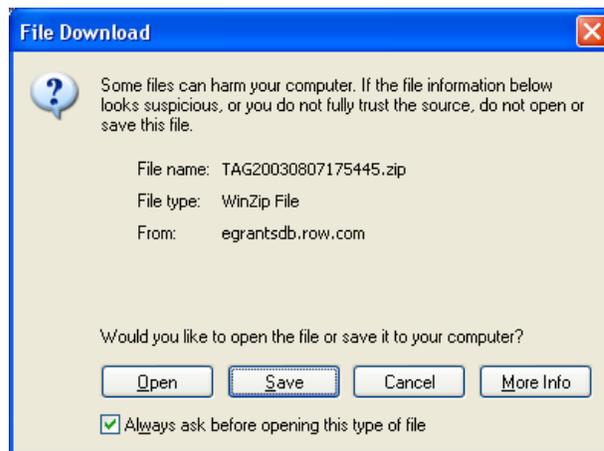
This will begin the retrieval process.

To return to the previous screen without downloading the applications, click the **Back** button.

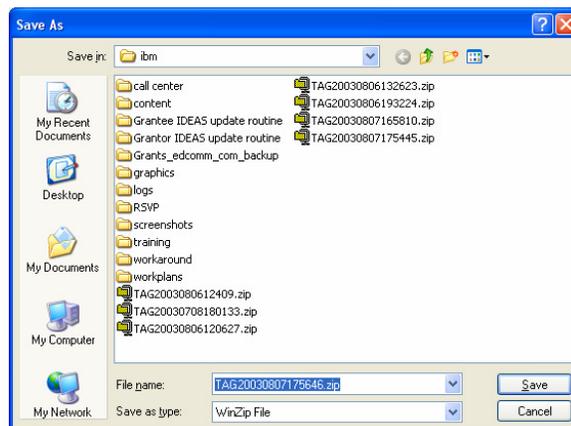
OR

To download the listed applications, click the **Begin Download** button.

This will open the **File Download** screen and you will be prompted to save the application to your computer.



Click the **Save** button. This will open the **Save As** window.



Select the location where you want to save the application and click the **Save** button.

## Assigning Agency Tracking Numbers

Assigning agency tracking numbers allows you to assign a unique number to a submitted application that your agency can use internally for application identification.

Before you can assign a tracking number, you will need to retrieve the submitted applications. This procedure can be found in the **Retrieving Submitted Applications** topic.

To view the submitted applications which need a tracking number assigned, click **Assign Agency Tracking Number** on the left of the screen.

This will open the **Assign Agency Tracking Number** screen. This screen displays a list of the submitted applications which have not been assigned an agency tracking number.

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Agency level: XHARP - XHarp Agency

Home > For Agencies > Assign Agency Tracking Number

ASSIGN AGENCY TRACKING NUMBER

Apply

CFDA	Opportunity Num.	Comp. ID	Grants.gov #	Date/Time Received	Agency Tracking #
23.001	TEST-ISAAC-001	COMP-ID-001	GRANT00071718	06-Apr-07 03:44:35 PM	<input type="text"/>

Manage Agency User Profile  
Set Agency Level  
Create Agency  
Modify Agency  
Published Opportunities  
Applicant Report  
Organization Report  
Set Closing Date Limits  
Submission Report  
Manage Opportunities  
**Assign Agency Tracking Number**  
Make Application Package Templates  
Manage Agency Users  
View All Submitted Applications  
Applicant Audit Report

To assign a tracking number to an application, simply enter a number in the **Agency Tracking #** field of that application's row.

Click the **Apply** button. The application will no longer appear on the list. You can view the change by clicking the **View All Submitted Applications** link on the left of the screen.

## Managing Agency Users

This section of the site enables you to create, modify and delete agency users as well as reassign agency user roles.

To create a new user click on the **Manage Agency Users** link on the left menu.

This screen displays the users currently registered with the agency or agencies that you represent.

The screenshot displays the GRANTS.GOV interface for managing agency users. The page title is "MANAGE AGENCY USERS". The left sidebar contains a list of navigation links, with "Manage Agency Users" circled. The main content area features a table of "Organization Users" with checkboxes in the first column and user names in the second column. Above the table are four buttons: "Reassign Roles", "Modify User", "Delete User", and "Refresh", which are also circled. The browser's address bar shows the URL "Home > For Agencies > Manage Agency Users".

Organization Users	User Name
<input type="checkbox"/>	Abu-Fadel, Marwan
<input type="checkbox"/>	Baird, Christopher
<input type="checkbox"/>	Bridges, Anisa
<input type="checkbox"/>	Collins, Aaron
<input type="checkbox"/>	Creative, TMP
<input type="checkbox"/>	Daniels, Sarah
<input type="checkbox"/>	Deaton, Melissa
<input type="checkbox"/>	DeChambeau, Lisa
<input type="checkbox"/>	GovAdmin, Grants
<input type="checkbox"/>	Hamilton, Angela
<input type="checkbox"/>	Hamilton, Angela
<input type="checkbox"/>	Heflin, Dawn
<input type="checkbox"/>	Hibbard, Victoria
<input type="checkbox"/>	James, Keenon
<input type="checkbox"/>	Johnson, Jack
<input type="checkbox"/>	Liford, John
<input type="checkbox"/>	Lopez-Buitrago, Anne

To reassign user roles, select the user that you want to modify by clicking in the checkbox in the user's row and then click the **Reassign Roles** button.

To modify an existing user's profile, select the user that you want to modify by clicking in the checkbox in the user's row and then click the **Modify User** button.

To delete an existing user, select the user that you want to delete by clicking in the checkbox in the user's row and then click the **Delete User** button.

## Reassigning Roles

To reassign user roles, click the **Manage Agency Users** link on the left of your screen.

This will take you to the **Manage Agency Users** screen.

This screen displays the users currently registered with the agency or agencies that you represent.

The screenshot shows the Grants.gov interface for managing agency users. The left sidebar contains a list of navigation links, with 'Manage Agency Users' circled and an arrow pointing to it. The main content area is titled 'MANAGE AGENCY USERS' and features a 'Reassign Roles' button circled with an arrow. Below the buttons is a table of 'Organization Users' with checkboxes in the first column and user names in the second column.

Organization Users	
<input type="checkbox"/>	Abu-Fadel, Marwan
<input type="checkbox"/>	Baird, Christopher
<input type="checkbox"/>	Bridges, Anisa
<input type="checkbox"/>	Collins, Aaron
<input type="checkbox"/>	Creative, TMP
<input type="checkbox"/>	Daniels, Sarah
<input type="checkbox"/>	Deaton, Melissa
<input type="checkbox"/>	DeChambeau, Lisa
<input type="checkbox"/>	GovAdmin, Grants
<input type="checkbox"/>	Hamilton, Angela
<input type="checkbox"/>	Hamilton, Angela
<input type="checkbox"/>	Heflin, Dawn
<input type="checkbox"/>	Hibbard, Victoria
<input type="checkbox"/>	James, Keenon
<input type="checkbox"/>	Johnson, Jack
<input type="checkbox"/>	Liford, John
<input type="checkbox"/>	Lopez-Buitrago, Anne

Select the user you want to modify by clicking in the checkbox in the first column of that user's row.

Click the **Reassign Roles** button above the listed users.

This will take you to the **Reassign User Roles** screen.



The **Current Roles** table lists the roles which are currently assigned to the user.

To add a role to the user, select the role that you want to assign to the user in the **Remaining Roles** table by clicking it. Then click the double arrow pointing to the right >>. The role will move from the **Remaining Roles** table to the **Current Roles** table.

To remove a role from the **Current Roles** table, select the role by clicking it and then click the double arrow pointing to the left <<. The role will move from the **Current Roles** table to the **Remaining Roles** table.

If you do not want to save the changes to the user roles, click the **Cancel Reassign** button at the bottom of the screen. You will be returned to the **Manage Agency Users** screen and the changes will not be saved.

OR

If you want to save the changes to the user roles, check the box on the screen stating that you have verified the users and their authority to be assigned the roles you have assigned. Then click the **Continue** button at the bottom of the screen. You will be returned to the **Manage Agency Users** screen and the changes will be saved.

## **Role Definitions:**

The **Manage Packages** role allows a user to publish application packages.

The **Agency Grant Retriever** role allows a user to retrieve applications that are submitted to your agency.

The **Agency Tracking Number Assigner** role allows a user to assign tracking numbers to submitted applications.

The **Agency Template Creator** role allows a user to manage application package templates.

The **Manage Agencies** role allows a user to manage agencies.

The **View Applications** role allows a user to view the applications submitted to your agency.

The **Manage Synopses** role allows a user to set-up grant synopses within your agency's grant opportunities.

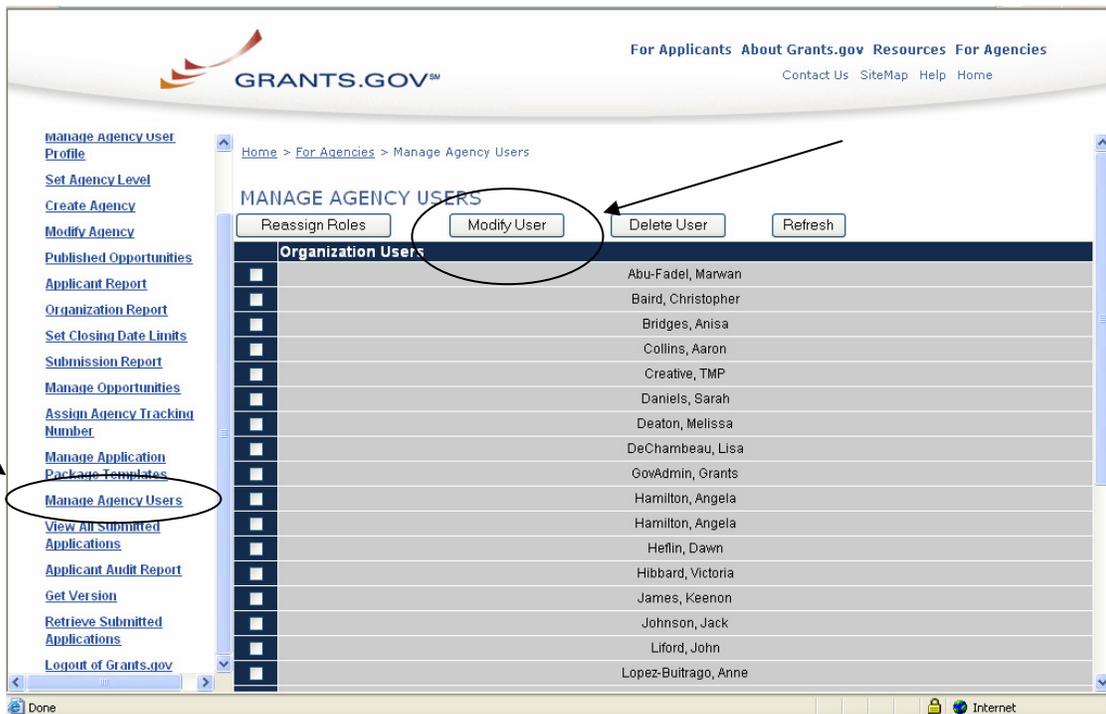
The **Agency Report Viewer** allows a user to view applicant and organization reports regarding their registration statuses.

## Modifying Agency User Profiles

To modify an existing agency user profile, click the **Manage Agency Users** link on the left of your screen.

This will take you to the Manage Agency Users screen.

This screen displays the users currently registered with the agency or agencies that you represent.



Select the user profile that you want to modify by clicking in the checkbox in the first column of that user's row.

Click the **Modify User** button above the listed users.

**Note:** If you make revisions to a user's profile, you will need to re-enter a password for the user.

This will take you to the **Modify Agency User Profile** screen.

GRANTS.GOV™

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Home > For Agencies > Manage Agency Users > Modify Agency User Profile

MODIFY AGENCY USER PROFILE

User Info:

First:	<input type="text" value="Sarah"/>	Last:	<input type="text" value="Daniels"/>
Tel:	<input type="text" value="1234567890"/>	Email:	<input type="text" value="Sarah.Daniels@TMP.com"/>
Title:	<input type="text" value="TMP"/>		
User ID:	<input type="text" value="SDaniels"/>	Password:	<input type="password"/>
Agency enrollment code:	<input type="text" value="GrantsGovAdmin"/>		

Make any necessary revisions.

If you do not want to save the changes you made to the user profile, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Agency Users** screen and the changes will not be saved.

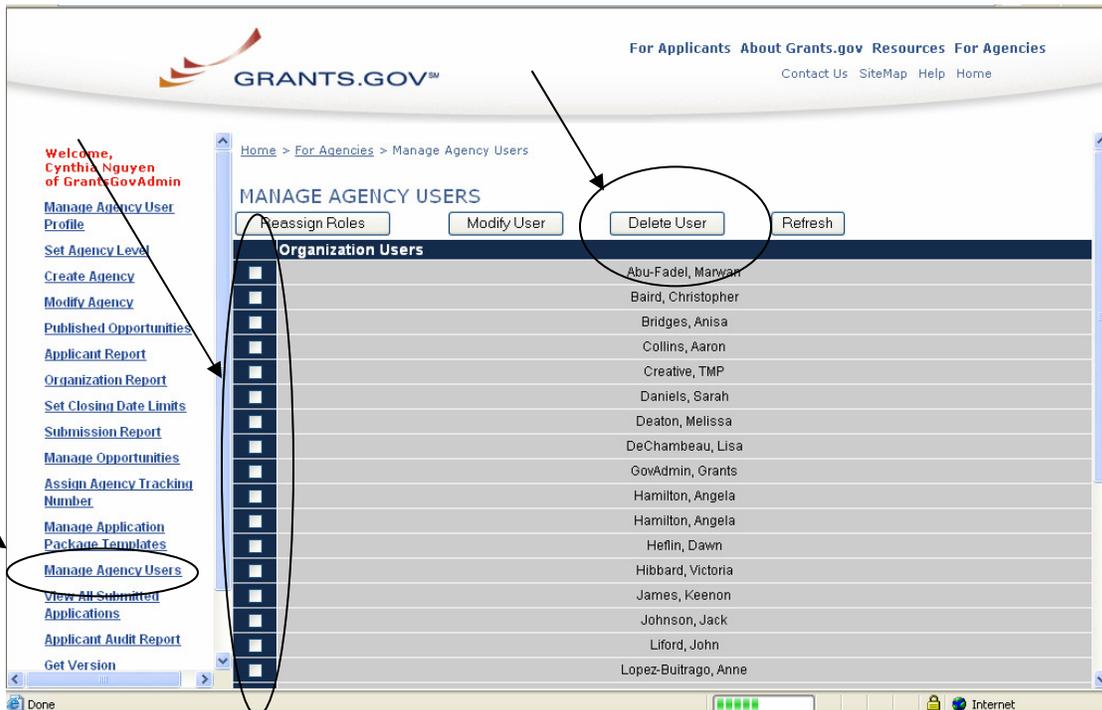
OR

If you want to save the changes you made to the user profile, click the **Submit** button at the bottom of the screen.

You will be returned to the **Manage Agency Users** screen and the changes will be saved.

## Deleting Agency User Profiles

To delete an existing agency user profile, click the **Manage Agency Users** link on the left of your screen. This will take you to the **Manage Agency Users** screen. This screen lists the users currently registered for your agency.



Select the user profile that you want to delete by clicking in the check box in the first column of that user's row. Click the **Delete User** button above the listed users.

This will take you to the **Delete User Confirmation** screen. Click the **Delete** button to permanently remove the listed user.

OR

Click the **Cancel** button to return to the previous screen without deleting the listed user.

If a user has the Manage Agencies role, they cannot be deleted until that role is removed. If you try to delete a user with the Manage Agencies role you will get a message that you need to "reassign roles" before deleting the user, and you will get a **Return** button on the Delete User Confirmation screen rather than a Cancel or Delete button.

## Managing Agencies

This section shows you how to create and modify agency/sub-agency profiles, and set agency levels.

**Note:** If an agency or sub-agency needs to delete an agency or sub-agency you will need to contact Grants.gov PMO to do so.

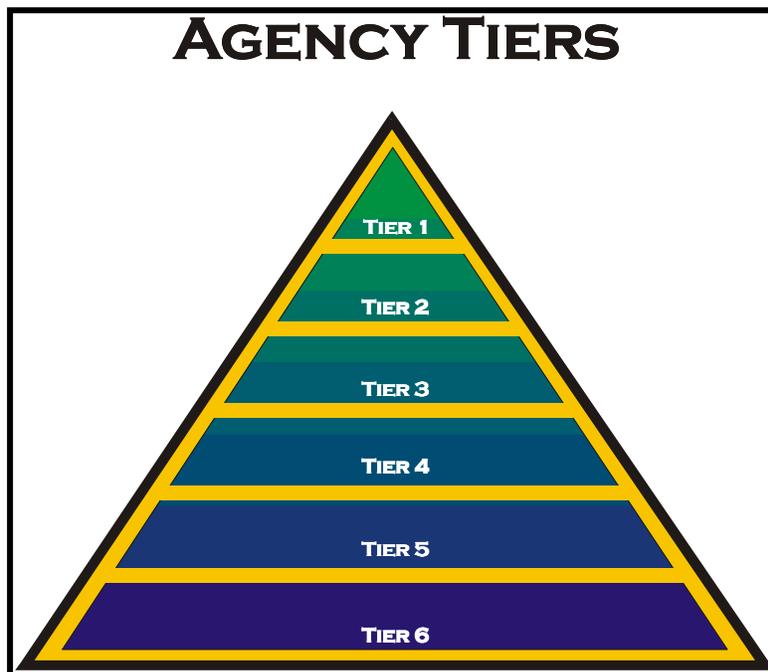
To modify your agency profile, click the **Modify Agency** link in the left menu.

To create an agency, click the **Create Agency** link in the left menu.

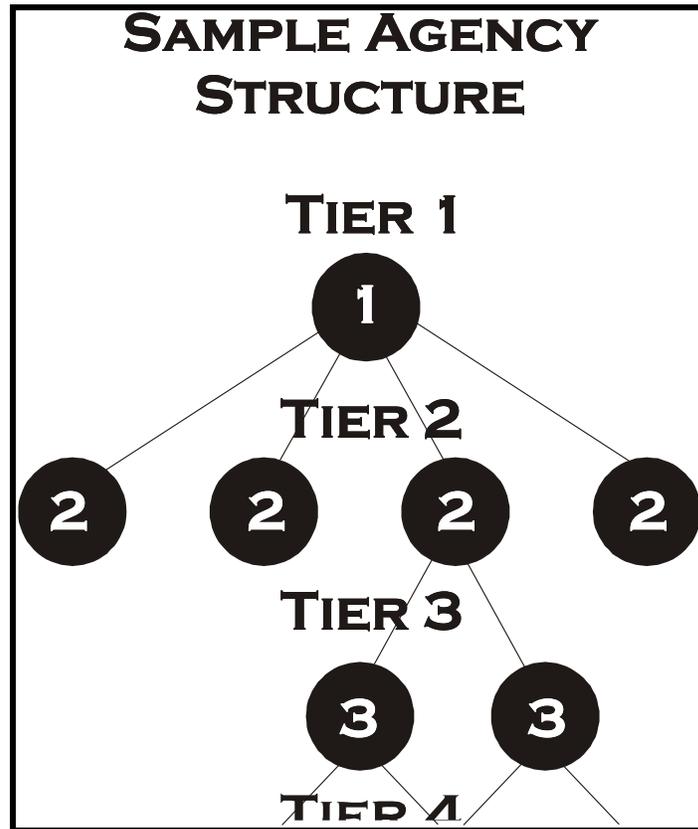
To set your agency level, click the **Set Agency Level** link in the left menu.

To modify an existing sub-agency, select the sub-agency that you want to modify by clicking on the sub-agency's name and then click the **Set Agency Level** button above the list. Once you have set the agency level you can modify the agency profile by clicking on the **Modify Agency** link in the left menu.

To modify the users of an existing agency, select the agency for which you want to modify at the **Set Agency Level** screen. Then once you have set the agency level, click on **Manage Agency Users** on the left menu. This will take you to the **Manage Agency Users** screen where you can reassign user roles and modify user profiles as well as delete users. For more detailed information about these procedures, refer to the "Reassigning Roles", "Modifying User Profiles" and "Delete Users Profiles" topics.



The Grants.gov tiers are linear in that the Tier 1 agency is referred to as the “parent agency”. Tiers 2-6 are “sub-agencies” within the “parent agency”.



The above graphic is a sample of how the agency and sub-agency structure might look. You may have numerous sub-agencies registered with the parent agency.

### **How Agency Enrollment Codes Work**

When you sign up as a new user, you are required to enter an Agency Enrollment Code. This code designates to which agency you are assigned. The Agency Enrollment Code is created from the Agency Code entered when creating an agency. The code combines the Agency Codes of your agency and those of your “parent” agencies, separating them by hyphens.

For example, if Tier 1’s agency code is T1, Tier 2’s agency code is T2, Tier 3’s agency code is T3 and so on, and you wanted to register with the Tier 3 “sub-agency,” your Agency Enrollment Code would be T1-T2-T3

## What You Can See When You Login

When you login to the **For Grantors** section of the site, you are logging into a specific agency in a specific tier.

You will be able to view the following (depending on your assigned roles):

- The application packages created by the current agency you are logged into
- The application package templates created by the current agency you are logged into (you can copy but you cannot edit the templates from this screen)
- The application packages which your agency created that have been downloaded, completed and submitted by grant applicants. You will be able to retrieve and assign agency tracking numbers to these applications.
- The users registered with your agency and the agencies which are one tier below your agency.\*

\*To view the users of the agencies registered one tier below your agency, you will need to change the **Set Agency Level** to the tier below the parent agency. And then to view the users you will need to click on **Manage Agency Users** link in the left menu.

- The agencies which are registered one tier directly below your agency.

For example, a user registered with a Tier 2 Agency will be able to see:

- All the application packages and package templates that his/her Tier 2 Agency created
- All the application packages that his/her Tier 2 Agency created which have been downloaded, completed and submitted by grant applicants
- The users registered with his/her Tier 2 Agency
- The users registered with the Tier 3 agencies that are directly below his/her Tier 2 Agency
- The Tier 3 agencies that are registered directly below his/her Tier 2 Agency

## Creating Agencies

To create a new agency, click the **Create Agency** link on the left of your screen.

This will take you to the **Agency Profile** screen.

The screenshot shows the GRANTS.GOV website interface. At the top, there is a navigation bar with links for 'For Applicants', 'About Grants.gov', 'Resources', and 'For Agencies'. Below this, there are links for 'Contact Us', 'SiteMap', 'Help', and 'Home'. The main content area is titled 'AGENCY PROFILE' and contains several form fields. The left sidebar contains a navigation menu with the 'Create Agency' link circled in red. The form fields include: Agency Level (HUD), Agency Name, Agency Code, CFDA Prefix, Agency Point of Contact Information (Name, Address Line 1, Address Line 2, City, State, Zip Code, Tel, Email), and Grants.gov Preferences (Application Download Format).

Enter the agency's name in the **Agency Name** field. You only need to enter the name for the specific agency that you are registering.

Enter a code for the agency which you are creating in the **Agency Code** field. When the new agency is completed, it will have the prefix of the Parent Agency and the newly created sub-agency. Example: HHS-NIH or DOD-AFOSR-DURIP

Enter the agency's CFDA prefix in the **CFDA Prefix** field.

Enter a point of contact name for the agency in the **Name** field.

Enter the street address at which the agency contact works in the **Address** field.

Enter the city in which the agency contact works in the **City** field.

Enter the state in which the agency contact works in the **State** field.

Enter the zip code in which the agency contact works in the **Zip Code** field.

Enter the business phone number for the agency contact in the **Tel** field.

Enter the business email address for the agency contact in the **Email** field.

Select the format for which applications will be able to be downloaded by clicking the arrow next to the **Application Download Format** drop down box.

Select the email notification to the agency's role manager by clicking the arrow next to the **Email Notification to Role Manager** drop down box.

If you do not want to save the new agency, click the **Cancel** button.

OR

If you want to save the new agency, click the **Submit** button.

## Modifying Agencies/Sub-Agencies

To modify an agency or sub-agency click the **Set Agency Level** link on the left of your screen.

This will take you to the **Set Agency Level** screen. This screen displays the registered agencies that you represent. Select the agency or sub-agency profile that you want to modify by clicking in the name of the agency or sub-agency in the list.

Once you have selected the agency or sub-agency click **Set Agency Level** button at the top of the screen. Then on the left menu click the **Modify Agency** link. This will take you to the **Agency Profile** screen. Make any necessary revisions.

The screenshot shows the GRANTS.GOV website interface. At the top, there is a navigation bar with links for 'For Applicants', 'About Grants.gov', 'Resources', and 'For Agencies'. Below this, a breadcrumb trail reads 'Home > For Agencies > Modify Agency > Agency Profile'. The main heading is 'AGENCY PROFILE'. On the left, a sidebar menu lists various actions, with 'Modify Agency' circled in red and an arrow pointing to it. The main content area contains a form titled 'Agency Information:' with the following fields: Agency Name (US Department of Housing and Urban Development), Agency Code (HUD), CFDA Prefix (14), Agency Point of Contact Information (Name, Address Line 1: 451 7th Street SW, Address Line 2: Room 3156, City: Washington, State: DC, Zip Code: 20410, Tel, Email), Agency enrollment code (HUD), and Grants.gov Preferences (Application Download Format: XML, Form PDF, and Attached Files).

If you do not want to save the changes you made to the agency or sub-agency profile, click the **Cancel** button at the bottom of the screen.

OR

If you want to save the changes you made to the agency or sub-agency profile, click the **Submit** button at the bottom of the screen to save the changes.

## Set Agency Levels

To set a new agency level, click the **Set Agency Level** link on the left of your screen.

This will take you to the **Set Agency Level** screen. This screen displays the registered agencies that you represent.



Select the agency level by clicking on the name of the agency you wish to be set to and then select the **Set Agency Level** button at the top of the list.

You will now be in the level that you selected. Reference your name with the agency you selected in the left-hand top side of the screen. It should now say your name with the level you are currently in underneath your name.

## Viewing Applications

To view the applications submitted to the agency or agencies that you represent, click the **View All Submitted Applications** link on the left of your screen.

This will take you to the **View All Submitted Applications** screen.

You can also re-retrieve submitted applications from this screen. For more information, refer to the **Retrieving Submitted Applications** topic.

The screenshot displays the GRANTS.GOV website interface. At the top, the logo and navigation links are visible. The main content area is titled 'VIEW ALL SUBMITTED APPLICATIONS' and includes a 'Download Application(s)' button and a 'Displaying Records: 1-1 of 1' indicator. Below this is a table with the following data:

	CFDA	Opportunity Num.	Comp. ID	Grants.gov #	Date/Time Received	Status	Agency Tracking #
<input type="checkbox"/>		TESTSSL-001		GRANT00000139	12-Nov-03 01:50:18 PM	IN PROCESS	

Below the table are links for 'Check All' and 'Clear All'. The left sidebar contains a list of navigation links, with 'View All Submitted Applications' circled and an arrow pointing to it from the left.